

Grabowski, Joseph J

From: Gannon, Maryellen H on behalf of Twyning, John A
Sent: 03/18/2020 8:20 PM
To: AS - Arts and Sciences Faculty
Cc: Blee, Kathleen M; Twyning, John A; Montag, Michele L.; Cunningham, Patrick; Golden, Cynthia
Subject: FW: Update on Remote Teaching: March 18, 2020

Good Evening,

Below are additional updates and resources from the CTL for remote teaching.

Sincerely,
John

John Twyning
Associate Dean for Undergraduate Studies and the
College of General Studies
Kenneth P. Dietrich School of Arts and Sciences

From: University Center for Teaching and Learning <teaching@pitt.edu>
Sent: Wednesday, March 18, 2020 7:15 PM
To: Gannon, Maryellen H <MHG19@pitt.edu>
Subject: Update on Remote Teaching: March 18, 2020



Remote Teaching Support: March 18, 2020

Dear Colleagues,

You are receiving this special message from the Teaching Center because you have been identified by your dean or president as point person to help us disseminate important information about maintaining instructional continuity to faculty and to those who support them. Please feel free to forward all messages to your faculty and ensure this information reaches your **part-time faculty**-- many of our sessions have been scheduled for late afternoon and evenings to help accommodate varying schedules.

1) **Accessible Course Materials:** The Teaching Center advises faculty to be mindful of instructional accessibility when creating new course materials for online use. Please visit [Instructional Accessibility at Pitt](#) for recommendations on how to properly name hyperlinks, converting files to more accessible media with [SensusAccess](#), and a list of local and external accessibility resources.

2) **Important Information About Recording Your Classes**

In order to facilitate the free exchange of ideas during lectures, if a faculty member intends to record their lecture with student participation, they must advise the students, via e-mail and at the beginning of the lecture, that the lecture, including their participation, is being recorded. Students should not be required to participate in the recorded conversation and should be encouraged to ask questions off-line. Further, the recorded lecture may be used by the faculty member and the registered students only for internal class purposes and only during the term in which the course is being offered. Faculty who have questions should contact teaching@pitt.edu. Consult the [University policies](#) for additional information on copyright.

3) **Recorded virtual workshops from earlier this week are now available for viewing.** Please note that captioning is in progress. You can [view the recorded virtual workshops](#) online today.

4) Additional virtual workshops have been added to the schedule and we are still hosting remote office hours throughout the week. All sessions will be conducted via Zoom, are approximately one hour in length, and all times are EDT. Note: Zoom information for each event is now available.

Virtual Workshops

- Thursday, March 19, 9 a.m.: [Developing a Communication Plan for Remote and Online Learning](#)
- Thursday, March 19, at 6 p.m.: [Essentials for Remote Teaching](#)
- Friday, March 20, 12 p.m.: [Developing a Communication Plan for Remote and Online Learning](#)

Remote Office Hours

We will be hosting remote office hours throughout the week. These are drop-in style, question-and-answer discussions via Zoom.

- Thursday, March 19, 12 p.m. – 1 p.m.: [Tests and Quizzes](#)
- Friday, March 20, 9 – 10 a.m.: [Academic Integrity/Anti-Cheating](#)

5) **[Zoom Video Conferencing](#) is now available to all University faculty, staff, and students.** You can access the conferencing tool by visiting [Pitt's Zoom webpage](#) and creating an account or logging in with your University credentials.

- Zoom is compatible with CourseWeb/Blackboard and we anticipate that it will be compatible with Canvas very soon.
- The [Zoom Help Center](#) contains a variety of resources to help you get started with using this video conferencing tool. We encourage you to view these resources for assistance with audio and video sharing, scheduling class meetings, and for a general overview of how you can use the tool to conduct synchronous meeting sessions.
- The Teaching Center has a [Getting Started with Zoom](#) page as an additional resource repository.

- Pitt Information Technology's [Zoom Video Conferencing](#) page provides information about Zoom's capabilities and links to a variety of help resources.

6) The [Teaching Online @ Pitt](#) (TOP) course is now available to all faculty. This is a self-paced, à la carte online course and instructors are free to explore what modules and topics are most relevant to their needs. These resources are designed to help instructors expand their pedagogical understanding of the practices that make for successful online teaching and learning. You can enroll in the [Teaching Online @ Pitt](#) course today.

Please continue to visit the [Teaching Center webpage](#) for updated information on instructional continuity.



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