

KEEP Teaching

UNK is dedicated to providing the best educational experience possible. In the event of unfortunate circumstances such as illness, weather, or any other type of emergency closures. UNK has curated resources that will assist face-to-face instructors to help transition and accelerate moving a course into an remote format due to a closure or other unforeseen circumstance.

INSTRUCTOR Readiness

Preparing for unforeseen circumstances can be debilitating. Take the following questions into consideration to assess the situation and ensure instructor preparedness:

- Do you have sufficient computer hardware to complete your normal and necessary work tasks? If not, check with your department or college to see if equipment might be available for checkout.
- Can you access essential programs, including your email, work calendar, Canvas, Firefly, word processing (like Microsoft Word), presentation software (like PowerPoint), spreadsheet software (like Excel), and any servers that you need? If not, check with your department or college IT support to see if this software can be installed on your machine.
- Do you have a webcam and access to Zoom? If you don't have a webcam, consider purchasing one or commit to audio-only communications and recording.
- Can you access all other program(s) that you use regularly?
- Can you access your voicemail and receive messages? If your voicemail is not set up to forward to your email, consider changing your outgoing message to indicate that you may not be able to check your voicemail regularly and that email is a better way to reach you.
- Do you have contact information for your department chair, technical assistance in your college, colleagues with similar teaching duties, and anyone that you supervise?

If you do not regularly teach online, you should review your on-campus courses to identify changes that will need to be made to access your course remotely. Reach out to the Instructional Design Specialist or Academic Technologist for your college.*

COMMUNICATION WITH STUDENTS

Communication is key in remote learning. Because, at times instructional continuity situations can be intimidating, students will seek additional communication and reassurance from their instructors that the course will be completed. There are several ways students at UNK can stay connected:

LoperMail (UNK E-mail)
Canvas announcements

Zoom

Phone calls
Box

ASSESSING STUDENT KNOWLEDGE

Not every option will work for every teaching environment and some experiential learning courses, like labs, clinics and performance-based courses, may not easily be accommodated. Consider the following options for continuing courses beyond a date when in-person classes might be suspended:

- Be creative on how you deliver course material.
- Zoom may be a good option for smaller discussion groups.
- Record lectures in advance, either video or audio, and post them in Canvas via VidGrid.
- Allow assignments to be submitted digitally through Canvas.
- Give students who were expected to make in-class presentations a substitute assignment that can be completed remotely.
- Replace in-class exams or final exams with an assignment that can be completed remotely.

TUTORIALS

The following resources can assist students with completing their assignments and testing in a remote environment:

- Canvas – quizzes, tests, assignments, papers, video, text submission
- Zoom – live presentations, defend opinion, small group meeting
- VidGrid – record presentation

To ensure academic integrity, Turnitin is also a tool that can identify plagiarism and check through student papers via Canvas.

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