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**Sent:** March 18, 2020 8:10 PM

**To:** Erika Kustra <kustraed@uwindsor.ca>

**Cc:** Nick Baker <nbaker@uwindsor.ca>; Marcin Pulcer <Marcin.Pulcer@uwindsor.ca>

**Subject:** Update for Instructors -Tips and Supports

To all instructors:

Thank you for all the work you have been doing to revise your courses in preparation for sharing changes to your courses with your students tonight! We are writing with some key suggestions for making sure the shift to 'non face-to-face' goes smoothly for everyone.

- a) **Please do not upload any video or audio files directly to Blackboard** as these can cause problems in the system. Similarly, it is good practice not to upload very large files to the system as students with poor internet service may not be able to access them. **Please store the files in another location and link to them in Blackboard** (see these short videos for [instructions](#)).
- b) **Timed and High-Stakes Online Assessment:** Wherever possible we recommend using alternative assessments, rather than timed online tests, because students may not have access to reliable internet connections at the time of the test given the current circumstances, and because using timed tests across many courses simultaneously may not be reliable. Timed assessments are also difficult to manage for students who have registered with SAS for student examination accommodations.
  - If you do need to use one of the timed or high-stakes formats, please inform your Dean/Associate Dean/Head/Director or their delegate well in advance, and have an experienced colleague or the [Blackboard team](#) review the test settings **at least 5 days prior to your exam**. Where possible, consider breaking the test into two parts and test it first with a lower-stakes exam.
- c) **Keep accessibility and academic accommodations obligations in mind:** Recommendations for general [tips on accessibility](#) are available, and information about students with accommodations will be updated on the [Student Accessibility website](#) regularly.
- d) **There are many strategies that can help to preserve academic integrity:** [Academic Integrity](#)
- e) **Tutorials for you and your students on how to use the Virtual Classroom** are available in your course sites due to multiple requests, now on your left menu as "Virtual Classroom Tutorial" -- you can hide these if you don't want to use them.
- f) **Student Evaluations of Teaching:** The formal SETs will not be used for the Winter 2020 term, however, as many instructors may find it useful to gain feedback, we will be sharing sample formative feedback surveys that instructors can adapt.
- g) **Working Remotely:** There are online resources to help you [work remotely](#).
- h) **Virtual Support for You:** Support on campus is now online, and the CTL and OOL support hours have been extended from 9:00am until 9:00pm Wednesday, March 18 and Thursday, March 19 and will be available this weekend as well – check the regularly updated schedule of [Workshops](#), [Dropins](#), [Consultations](#), and online resources for [teaching and assessing online](#). If you experience problems with Blackboard, or need additional help, please visit the live office hours (above) or submit a ticket at <http://www.uwindsor.ca/bbhelp> and a member of the team will respond as quickly as possible.

Where possible, use lower technical solutions, and tools that you and your students are familiar with, and consider alternatives for students who have technical or connection issues. **Be as supportive,**

**flexible, and encouraging as you can, and [communicate frequently](#).** This is a big change for all of us, and we know there are going to be some unexpected challenges as we move forward. We are thankful for everyone's ingenuity, and we're here to help. Thanks again for everything you're doing.

The Academic Continuity Team  
Erika Kustra, Nick Baker, and Marcin Pulcer  
CTL Team, OOL Team, ITS Team