



Moving to a Virtual Campus

March 2020

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As we temporarily move to work and teach virtually, we wanted to let you know there are many tools available to promote community and human connection. This guide is designed to assist you with selecting tools and developing a plan to help you deliver your course material virtually.

Helping You with the Transition to a Virtual Classroom

As you think through how you would like to provide your last week of instruction and your final, we urge you to collaborate with your colleagues within your departments and divisions. Collaboration often leads to innovative solutions. In addition, Foothill currently uses several technology tools that support effective virtual teaching and learning. Options for virtual teaching include (but are not limited to):

- Canvas
- Zoom
- Email

Canvas

Canvas is an easy option for providing resources to students, administering exams, and collecting papers and projects. You can create both asynchronous (students work anytime) and synchronous (everyone works or meets at the same time) activities within Canvas.

If you are moving instruction for face-to-face or hybrid to fully online/virtual, you can still remain in the rhythm of attending a lecture or receiving instruction during your scheduled class time. This could include:

Synchronous Activities

- **ConferZoom** conferences during scheduled class time to replicate your typically-scheduled in-class lecture. [See Zoom Quick-Start Guide](#) and our [Zoom tutorial](#) in Canvas.
- Canvas Chat (go to Settings→Navigation Tab to enable chat and update your Course Navigation Menu),

Asynchronous Activities

- Studio to create short lectures you can insert into your modules. [See guide on using Studio](#)
- Assigning videos available online that cover your lecture topic. Try *Films on Demand*, *Khan Academy*, or other resources available through the Foothill College Library. *These videos are captioned. If you go with an outside source like YouTube or Vimeo, you must confirm captioning is available and accurate before sharing with your students,*
- Material that students can read and respond to via assignments or discussions (e.g. a reading response to a particular chapter; a problem set from the text).
- Another activity of your choosing or any combination of the above that meets the needs of students so that they are able

Canvas Guides

If you've minimally used Canvas in the past, you can learn more about collecting assignments, creating discussions and communicating with students using [Canvas Guides](#).

[Creating Modules](#)
[Creating Assignments](#)
[Using SpeedGrader](#)
[Canvas Discussions](#)
[Sending Announcements](#)
[Canvas Chat](#)

Many more resources and Foothill Online Ed policies can be found in the Online Faculty Handbook in Canvas.

to complete their homework and align with the student learning outcomes of the course unit.

Video Resources in Canvas

You may want to share video resources with students to supplement their virtual learning. **Remember, all videos shared with students must be captioned.** You have access to *Films on Demand* and *Khan Academy* within Canvas from the Rich Content Editor. You can share videos in your Studio account with colleagues to include in your courses. Each of these resources offers closed captioning options.

You can also utilize video resources available on the internet provided you verify they have closed captioning. Please note that auto-captioning provided on many YouTube videos is not accurate – you should watch the video and verify the accuracy of closed captioning before sharing with students.

Technical Support for Canvas



Students should call the Canvas hot line (24/7 all day) to get any problems resolved right away. Canvas Help Menu → Student Canvas Support Line



Faculty should call the Canvas hot line (24/7 all day) to get any problems resolved right away. Canvas Help Menu → Faculty Canvas Support Line

Zoom

You can use Zoom to conduct video conferences with your students. You can conduct these conferences with a computer if your computer has a camera and microphone. You can also conduct these conferences via cell phone if necessary. Students can participate via computer, tablet or cell phone.

You will need to set up a **ConferZoom** account in order to conduct video conferences with unlimited participants. See our [Zoom Quick Start Guide](#) for more information. Step through our [Zoom tutorial](#) in Canvas.

Remember: Face-to-Face students may have multiple classes that are now delivering instruction virtually. For this reason, any required synchronous activity should take place during your scheduled class time. This will prevent students from having to navigate a scenario where multiple instructors are requiring synchronous activities at the same time.

Email

If you are not ready to use Canvas, you can deliver instruction to students using a variety of tools.

Email

→ Please use your @fhda email when communicating with students
→ When emailing groups of students, please use BCC to protect student privacy.

Outlook.Com Resources

Once logged into email, you can copy and paste your email subject naming standard in the search box at the top to filter all emails with that subject line.

You can also [create inbox rules to automatically sort your emails for each class.](#)

Email is a common communication tool between faculty and students, but be aware that if you are using email to communicate with all of your students for virtual instruction, you may be overwhelmed with replies. Here are some tips for managing a significant increase in email communication:

- **Unique Subject Lines**

Start each communication with your class with a distinct subject line that includes identifying information you can use to filter and sort. For instance: ECON 1A MW 12:30 – Week 9 Homework

- **Communication Guidelines for Students**

Some simple requirements for students will make it easier to find and respond to emails. Students should respond to emails you send to retain the subject line you create rather than creating a new email to you if at all possible. New emails/off topic emails from students should contain a naming standard, followed by their subject. For instance: ECON 1 MW 12:30 – Question about my project

Collecting Homework/Assignments

You can collect homework assignments via email, but should be thoughtful about how you ask students to submit their files.

- For written assignments, students can use the tools they have available such as Microsoft Word or Google Docs; however, the files need to be saved in a format you can read on your computer. **For instance, if you have Microsoft Word on your computer**, be sure students save their files as a Word document – this is possible in both Apple Pages (File→Save As) and Google Docs (File→Download As) . Alternatively, you can require all students to save their documents as PDFs.
- Do not assume students have printers. If you email them a math assignment, for instance, many students may not be able to print the document and write on it before sending it back. Instead, they will need to do their work on a separate piece of paper.

Students can use cell phones or tablets to take pictures of homework that can't be emailed via a document file.

Sharing Files

You should be able to send most files to your students via email; however, you may run into issues with size limits if you have particularly large files to share.

- **Reduce File Size for Large PDFs**
In Acrobat, select File→Save As Other→Reduced Size PDFs
- **Place Files in Office 365 and Share Them**
 1. Log into Office 365 via MyPortal and click OneDrive.
 2. Select Upload→ File or Upload→Folder
 3. Once your file is uploaded, click the three vertical dots to the right of the file name and select “Share”
 4. Click “People within Foothill De Anza CCD...”

Office 365 Resources

Students may not have Office 365, so your use of the tools provided there for remote instruction will be for sharing information only. If you are interested in creating documents and presentations in Office 365 for students, please refer to the [Office 365 Training Center](#).

5. Select “Anyone with a link”
6. Uncheck the “Allow Editing” box
7. Select Apply
8. Select Copy Link, then Copy again
9. Share the link with students via email

Helping your students with the transition to a virtual classroom

Face-to-Face Students May be Unfamiliar with Asynchronous Instruction

It is important to understand how face-to-face students are used to receiving information. Our online students are used to asynchronously receiving information and planning out their week in order on their own how to manage their time and their assignments. **Our face-to-face students are used to synchronously meeting for a lecture and then receiving their assignments for the day or week.** Students used to synchronous modality may find a sudden switch to asynchronous learning challenging.

Face-to-Face Students May Have Multiple Classes That Are Now Delivering Instruction virtually

For our face-to-face students who need to learn virtually due to a campus closure, we encourage faculty to adopt a virtual, synchronous model for instruction. Since these students may have multiple classes that had to move to virtual instruction, any required synchronous activity should take place during your scheduled class time. This will prevent students from having to navigate a scenario where multiple instructors are requiring synchronous activities at the same time.

Face-to-Face Students May Not Have a Computer or Printer

While we require our online and hybrid students to have access to a computer in order to be successful in their course, we do not require the same of our face-to-face students. It’s important to plan for students to successfully complete any virtual instructions from phone, tablet and/or computer. For instance, students who have only a phone will need significantly more time to type a paper than a student who has a computer. Please be flexible with your students, including surveying them to better understand their needs, and building sufficient time into any due dates/times.

Technical Support for Canvas



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Technical Support for Non-Canvas Users

Online Learning will fully support faculty teaching virtually, even if that instruction is not in Canvas. Email onlinelearning@fhda if you need help.