Beginning today, the CTE Newsletter is moving to a Monday, Wednesday, Friday schedule.

The following can be found below:

- The link provided last week for more information was broken. Please find the correct link for more information here.
- Information on and contact information for the ID&T and DMS team may be found here.
- Amy Gardner, Instructional Designer, is available Monday through Friday from 8 am to 4 pm. You can reach her via email at amygardner.youcanbook.me or schedule a Zoom meeting with her at gardnera3@xavier.edu.
- Daniel Wooddell, Instructional Technologist, is available Monday through Friday from 8 am to 4 pm. You can reach him via email at daniel.wooddell@xavier.edu or schedule an appointment with him using his booking page here: https://amygardner.youcanbook.me/#/bookings/daniel.wooddell@xavier.edu.

Dear Xavier community,

I want to assure you that staff in Instructional Design & Technology, Digital Media Services, and the CTE will continue to provide you with the resources and support you need to get through this challenging time. Building community and helping you feel connected is one of our goals. Our team has been hard at work behind the scenes to support your transition to remote teaching. This would not have been possible without the immense work, time, and expertise of each and every member of our team.

A Super Team: ID&T, DMS, and the CTE

In traditional face-to-face teaching, it is easy to feel that you are suddenly available 24/7. Schedule some dedicated time to work specifically on your courses. Set realistic expectations on the amount of time you respond to emails and questions (within 24 hours is reasonable). You can let students know that you have some dedicated time to work specifically on your courses. Set realistic expectations on the amount of time you are available for students. You can also let them know that you are available for them during your regular teaching hours, and you can schedule meetings during those hours.

Helping students manage their coursework and find information easily is another goal of our team. Our team has developed a Guidelines for Remote Courses checklist. Items on the checklist will help you assess to what extent you are:

- Keeping students engaged.
- Fostering student community.
- Helping students manage their coursework and find information easily.

Maintaining regular communication with students is also important. Our team recommends that you:

- Use Speedgrader for grading and feedback.
- Assessment to check comprehension. Utilizing question types that can be automatically graded gives students immediate feedback and saves you time. Also, if you have questions about assessments, we have staff members who can help you. Paul Murray, Manager of Digital Media Services, is available Monday through Friday from 8 am to 4 pm. You can reach him via email at weberp@xavier.edu or schedule a Zoom meeting with him here: https://amygardner.youcanbook.me/#/bookings/paul.murray@xavier.edu.
- The AlwaysConnected tool has a social background created by visiting the https://xavier.edu/teaching-learning-support/alwaysconnected tool. Faculty and students can share videos, images, documents, links, and more in these group spaces that they create. This tool also has a social media checklist.
- Use Canvas to support online learning, including by providing the training for faculty to teach online courses, including by managing the Digital Media Lab. Our team supports the use of digital media and video in online learning.
- The Introduction to Online Course Design (IOCD) is a 10-week online course that is intended to support your transition to remote teaching. This course is a big part of the learning experience.
- You can attend the live session on March 30 2020 to learn more about the Introduction to Online Course Design (IOCD) course. If you are unable to attend the live session, you can view a recording of the session after the live session.
- All sessions are available through the Instructional Continuity website.
- If you have specific questions about online learning, you can email Paul Murray at weberp@xavier.edu to schedule a Zoom meeting.
- You can also send Paul Murray an email at weberp@xavier.edu to schedule a Zoom meeting.

Now that you are in the remote teaching environment, you can:

- Use Speedgrader for grading and feedback.
- Assessment to check comprehension. Utilizing question types that can be automatically graded gives students immediate feedback and saves you time. Also, if you have questions about assessments, we have staff members who can help you. Paul Murray, Manager of Digital Media Services, is available Monday through Friday from 8 am to 4 pm. You can reach him via email at weberp@xavier.edu or schedule a Zoom meeting with him here: https://amygardner.youcanbook.me/#/bookings/paul.murray@xavier.edu.
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