FACULTY RESOURCES

Fall 2020 Instructional Design & Support

1 ONBOARDING/ORIENTATION COURSES

Technology Orientation for Online Learning (self-enroll):
https://canvas.upenn.edu/enroll/H8XANW

Penn Nursing Faculty Orientation:
https://upenn-catalog.catalog.instructure.com/browse/nursing/courses/faculty-orientation

2 TECHNOLOGY BASICS

Technology prep checklist:
https://www.nursing.upenn.edu/its/resources/technology-prep-checklist/

Nursing ITS faculty resources:
https://www.nursing.upenn.edu/its/resources/faculty/

Nursing ITS guide to teaching, learning, and working remotely:
https://www.nursing.upenn.edu/its/remote/

Nursing ITS Online Learning SharePoint
https://bit.ly/2Yk8l5O

3 INSTRUCTIONAL TOOL GUIDES

Canvas:
https://www.nursing.upenn.edu/its/resources/learning-technology-services/canvas/

BlueJeans:
https://www.nursing.upenn.edu/its/resources/learning-technology-services/bluejeans/

Panopto:
https://www.nursing.upenn.edu/its/resources/learning-technology-services/panopto/

Teams:
https://www.isc.upenn.edu/how-to/microsoft-teams

Whiteboard technology tips & hacks:
https://www.ctl.upenn.edu/whiteboarding-tools-work-remote-teaching-technologies

4 CANVAS COURSE TEMPLATE EXAMPLES

Penn Nursing online template site (self-enroll):
https://canvas.upenn.edu/enroll/6A4WJM

Penn Nursing standard course template site (self-enroll):
https://canvas.upenn.edu/enroll/XGX79H

5 VIDEO BEST PRACTICES

Nursing ITS Guide to Going on Camera:
https://www.nursing.upenn.edu/live/files/868-instructor-guide-to-going-on-camera

Delivering Effective Asynchronous Lectures (Penn Medicine MEHP):
https://upenn.app.box.com/s/zdwakxvwiso210l4fd34w37ccf5ac02x
https://www.nursing.upenn.edu/live/files/1305-video-recording-at-home

Video Best Practices (Columbia CTL):
https://ctl.columbia.edu/resources-and-technology/teaching-with-technology/diy-video/video-best-practices/

6 SURVEYS

Summer 2020 Faculty Survey:
https://upenn.co1.qualtrics.com/jfe/form/SV_3lS76Chigke3WId

7 WORKSHOPS AND RECORDINGS

Nursing ITS:
https://www.nursing.upenn.edu/its/remote/help/

Penn CTL:
https://www.ctl.upenn.edu/workshops-prepare-teaching-remotely

8 PEDAGOGICAL SUPPORT

Penn CTL Resources and Strategies for Teaching Remotely:
https://www.ctl.upenn.edu/resources-and-strategies-teaching-remotely
- **Using online tools for discussion:**
  - https://www.ctl.upenn.edu/using-online-tools-discussion
- **Exams and quizzes when teaching remotely:**
  - https://www.ctl.upenn.edu/exams-and-quizzes-when-teaching-remotely
- **Adapting final exams:**
  - https://www.ctl.upenn.edu/adapting-your-final-exam-remote-teaching-environment

MEHP Remote Teaching Best Practices:
https://improvinghealthcare.mehp.upenn.edu/teaching-resources/best-practices

FACULTY REMOTE TEACHING & ONBOARDING CHECKLIST

1 **REVIEW REMOTE TEACHING GUIDES FROM PENN CTL AND NURSING ITS.**

In Spring 2020, both Penn's Center for Teaching and Learning (CTL) and Nursing ITS compiled guides with tools for teaching, learning, and working remotely.
- **Access CTL's Resources and Strategies for Teaching Remotely guide.**
- **Access Nursing's Teaching, Learning, and Working Remotely guide.**

2 **REQUEST YOUR CANVAS SITE AND CONSIDER TEMPLATE OPTIONS.**

To request your site, complete the Course Request Form so your site can be created. Your request will be fulfilled by Penn's central Courseware Support team.
- **Access the Course Request Form.**
- **Need help? View our guide for using the form.**

Starting your course site for the first time, or looking for a refresh? Penn Nursing Online Learning has created a basic course template that is available to all Nursing faculty upon request.
- **Self-enroll in a Basic Course Template demo site.**
- Interested in using our template for your upcoming course? Email **servicedesk@nursing.upenn.edu** to request a template.

3 **ESTABLISH A COURSE MANAGEMENT PLAN.**

For courses managed by multiple instructors, regular, consistent contact is essential. Plan to connect on a regular basis to discuss any course planning and schedule updates (weekly is ideal).

Be sure to include TAs and course support staff in your weekly planning, and plan live, remote meetings well in advance. Share access details, agendas, and any instructions with students in advance to give them time to prepare and log in to the sessions early.

4 **CONTACT NURSING ITS AND SET UP A ONE-ON-ONE CONSULTATION.**

Work closely with the Penn Nursing Online Learning team for advice and solutions for integrating technology tools in your course. The team can provide suggestions and help develop tutorials to help your students.

Be on the lookout for student technology questions and issue reports, connecting with the Online Learning team as quickly as possible to provide assistance and help troubleshoot any issues that arise. **Click here to make an appointment.**

5 **CREATE A STRATEGY FOR YOUR ASSIGNMENTS AND EXAMS.**

As you embark on your planning, it is important to recognize that this remote teaching format is different from our typical SON academic environment. As a result, traditional assessment formats like multiple-choice, proctored exams using Respondus and other similar tools do not translate well to this environment. Penn CTL has provided resources for faculty:
- **View the remote exams and assessment guide from CTL.**
- **View the CTL guide on adapting final exams.**

Additionally, **consider watching this video tutorial** on setting up assignments and assignment groups in Canvas and syncing them with the gradebook.

6 **START WHERE YOU ARE, AND BUILD ON WHAT YOU HAVE.**

No need to reinvent the wheel. Keep activities that can be easily translated to a remote format, and build on those that require some tweaking for online implementation. Nursing ITS can provide advice for adapting assignments as needed. Feedback should be collected early and often (from other faculty, students, and staff).

7 **COMMUNICATE REGULARLY WITH STUDENTS.**

Send regular announcements to students through Canvas to keep them informed of assignment due dates, new course materials, synchronous class meeting dates, and other relevant course news. A weekly summary of upcoming course activity will help students stay informed about the course.

8 **REVIEW AND GRADE STUDENTS WHILE PROVIDING ADEQUATE FEEDBACK.**

Review and grade student assignment and exam submissions in a timely fashion. Provide students with feedback on their work, including rationales for grades and identifying any areas for improvement. Monitor class discussion boards: Comment and provide feedback on student responses, ask questions to guide the discussion, and add additional information.
- **Read more about providing feedback on discussion board activities.**

9 **PROVIDE TIMELY RESPONSES AND ONE-ON-ONE STUDENT SUPPORT.**

Set clear expectations for students about your availability and the best way(s) to reach you. Provide timely responses to student inquiries through email, the Canvas inbox, and/or class discussion forums. Respond promptly to student requests for one-on-one meetings and/or phone calls, scheduling appointments as needed.

10 **BUILD CAMPUS CONNECTIONS.**

Take advantage of the many campus resources that are available to help faculty and support your students. Reach out early and often, and know where to go to find help for your students.
- **Faculty: Resources for teaching at Penn**
- **Students: Remote learning tips and links to Penn services**