

Memo

To: All Sheridan faculty
From: Marian Traynor (Director, LLS) and Janet Shuh (Associate Dean, CTL)
Date: March 16, 2020
RE: Resources to Support Online Teaching and Learning

Dear Sheridan faculty colleagues,

Attached is an overview of Sheridan's resources, supports and contact information to assist you in the online deployment of courses and curriculum, where deemed appropriate by your Faculty, in response to the current COVID-19 situation.

These resources have been separated by stakeholder group (i.e. students and faculty) and service areas (i.e. Library and Learning Services LLS; and Centre for Teaching and Learning CTL). Note that some of the tools described are still "under development" so check back frequently where noted as a new resource under development.

LLS Digital Learning Guide <https://sheridancollege.libguides.com/digitallearning>

This guide provides centralized information on our College's digital academic supports and services for informing our community on how to use academic support services remotely. The guide provides information for both faculty and students. The content currently includes the information highlighted below and will be augmented continuously over the coming week. A resource for your academic support needs when studying and learning online, including:

- Chat service monitored by library staff
- Access to databases (e.g. e-books, journals, videos and more)
- Research help
- Citation help
- Learning and study skills guide (supports on time management, note taking, studying, test taking and mindset)
- Virtual tutoring sessions
- Request link for accessible formatting of texts, print, and video transcripts
- Tips and tricks for learning in an online environment

Faculty Dedicated Resources

LLS Digital Teaching Supports > under development

A resource for your academic support needs when teaching online is being developed to include:

- Chat service monitored by library staff
- Electronic course readings (eCor) support, for creating and posting course content using Sheridan collections/resources
- Information on creating alternate formats of resources for accessible use
- Access to databases (e.g. E-books, journals, videos and more)
- Learning and study skills guide (faculty lesson plans and presentations on time management, note taking, studying, test taking and mindset)
- Copyright guidance for scanning and sharing copyrighted materials

- A link to SOURCE for contributing research, scholarship and creative works
- Tips and tricks for teaching in an online environment

CTL SLATE Support Contact slatehelp@sheridancollege.ca

There are well developed self-service SLATE resources on the **Teaching with Technology website** <https://itsa.sheridancollege.ca/learning-technology-portal>.

CTL Tools for Online Teaching and Learning > new developed resource

<https://itsa.sheridancollege.ca/learning-technology-portal/tools-for-online-learning-and-course-delivery/>

The SLATE team has curated faculty resources, see below, that can be used to support the deployment of online learning. These functions and tools are all currently embedded, within the SLATE environment, and can enhance the learning experience of your students and meet faculty needs for virtual teaching. This content has been added to the front page of the Teaching with Technology website, and includes:

- Communicate with students by creating an [Announcement](#) to share important details relating to the course.
- You can also create [Discussion](#) Forums and Topics to communicate new and important information and support collaborative learning among your students.
- Share course materials and readings through [Content](#)
- Deliver synchronous lectures with [Virtual Classroom](#)
- Record asynchronous video lectures on your computer to share with your class using [Kaltura](#) (located in My Media). Students are also able to use Kaltura to record videos that can be submitted as assignments or to share within a discussion.
- Students can submit their assignments online by using an [Assignment](#) folder in SLATE.
- Create a [quiz](#) in SLATE by building a library of questions in the question library and [randomizing](#) the questions to ensure all students get a different exam.

CTL Teaching and Learning Continuity Kit > under development

Develop new Sheridan specific tools and resources to support faculty in their transition to online teaching and learning will be integrated in the Teaching with Technology website <https://itsa.sheridancollege.ca/learning-technology-portal>

This resource will focus on sharing resources and building capacity in online fundamentals importance of 3 key strategies: Communication; Content; and Assessment.

CTL Other Faculty Considerations

- Faculty should consider the deployment of online tools in relation to whether they are synchronous (at the same time) or asynchronous (outside of specified times). In this time of disruption not all students will have reliable access to computers and/or internet while off campus because of library closures and other personal or community factors. Compelling students online during specific class times, i.e. for live video lecturing through Virtual Classroom or web conferencing, might result in inequities of engagement. Alternate interactive approaches may include posting video lectures, via Kaltura, and generating Discussion Boards or other tools for remote class engagement. Please seek the advice of your Faculty and/or program.

- Given that ten full weeks of the semester have been completed, faculty should approach this transition to online teaching and learning as a completion process, versus, necessitating the full development of online course resources and tools.

CTL D2L/Brightspace & Other Resources

How to transition from face-to-face to online

<https://community.brightspace.com/s/article/The-Transition-from-Face-to-Face-to-Online-Learning-Maintaining-an-Engaging-Experience>

Creating a course for the first time <https://community.brightspace.com/s/article/Creating-a-Brightspace-Course-for-the-First-Time>

Creating an online course – a step by step guide

<https://community.brightspace.com/s/article/Creating-an-Online-Course-A-Step-by-Step-Guide>

Chronicle of Higher Education “Going Online in a Hurry”

<https://www.chronicle.com/article/Going-Online-in-a-Hurry-What/248207/>

Association of College and University Educators Toolkit <https://acue.org/online-teaching-toolkit/>

Student Dedicated Resources

CTL Student SLATE Supports & Information <https://itsa.sheridancollege.ca/learning-technology-portal/slate-2/students-new-to-slate/>

This page provides student-oriented advice for: logging to SLATE; navigating through SLATE; accessing courses; course homepage; and adjusting setting preferences. Additional resources for: replying to Discussions; working with groups; submitting assignments to the Assignment Folder; viewing Quiz Submissions; and using Turnitin are also included with linked content. A video on the SLATE student “course view” is also imbedded. This suite of tools support students in navigating the SLATE interface i.e. content; submitting assignments; and completing quizzes where support is needed.

CTL Insert Course Media via Kaltura – Student Instructions

<https://itsa.sheridancollege.ca/learning-technology-portal/insert-course-media-via-kaltura-student/>

This page provides step-by-step instructions on how students can make and upload Kaltura videos. This might be useful if an instructor chooses to provide an alternate for in-class presentations in the form of a video submission.

CTL Contact Information – SLATE Training & Support for Students

[Email SLATE Help](#) or [Self Guided Help](#)

Note: The SLATE support approach is foremost a faculty-to-student model given that most problems students experience relate to the set-up and configuration of courses within SLATE. Contact information is provided for students and inquiries via email will be answered or referred to the IT Help Desk if concerns are about login or password concerns.

Key Contacts

CTL Contacts:

For all SLATE related questions please contact slatehelp@sheridancollege.ca and inquiries will be triaged to CTL staff. CTL is committed to responding with the best effort possible and will be deploying all resources in the Department to support the College community.

For SLATE/LMS system inquiries contact Brian Smith, Manager of Learning Management Systems & Learning Technologies brian.smith@sheridancollege.ca

For inquiries including pedagogical, assessment and curriculum questions contact Meagan Troop, Manager Educational Development meagan.troop@sheridancollege.ca

LLS Contacts:

For LLS inquiries please contact either Marian Traynor, Director of Library and Learning Services, marian.traynor@sheridancollege.ca; or Danielle Palombi, Associate Director, Learning Services Library and Learning danielle.palombi@sheridancollege.ca

Thank you for taking the time to read this information and please do not hesitate to reach out, as specified above, for additional help and support.

Kind Regards,

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