### UCCS Office of the Provost

**A Calendar of Helpful Suggestions for Faculty Transitioning to Remote Learning**

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| *You have access to your roster in the faculty portal; confirm you have all student names, email addresses, and phone numbers.  
*Establish regular communication norms with students using Canvas (preferred) and/or email.  
*Review the next six weeks of your course syllabus and determine remote learning options using Canvas and email.  
*Identify the campus-supported technology you are most comfortable with (e.g., Canvas, Teams, WebEx, Office 365) and how you can get support.  
*Review suggestions and recommendations provided by the Faculty Resource Center.  
*Solicit advice from Canvas 24/7 Support and “tech-savvy” faculty in your department.  
*If you have a question or issue to raise, contact your chair/director.  | *Provide students with a new syllabus with modified course requirements/assessments.  
*Use remote learning. If possible, reduce the number of physical class sessions to attune students to a modified course rhythm.  
*Distribute readings, assignments, assessments for one week of classes (ideally two weeks).  
*Communicate important deadlines and how you will receive assignments/assessments.  
*Begin using basic elements of Canvas and/or email to teach your students.  
*Solicit the assistance of Canvas 24/7 Support and your tech-savvy faculty.  
*If a student has disability accommodations, be sure to consider those issues (like giving extra time on a quiz in Canvas).  
*If you have a question or issue to raise, contact your chair/director.  | *Prepare course materials for the next two weeks of instruction.  
*Distribute readings, assignments, assessments for at least one week of classes (ideally two weeks).  
*Communicate important deadlines and how you will receive assignments/assessments.  
*Continue using Canvas and other electronic tools to normalize remote teaching for your students.  
*Solicit the assistance of Canvas 24/7 Support and your tech-savvy faculty.  
*If a student has disability accommodations, be sure to consider those issues (like giving extra time on a quiz in Canvas).  
*If you have a question or issue to raise, please contact your chair/director first.  | *Teach your classes remotely.  
*Establish your own approach and flow for remote teaching.  
*Continue using Canvas and other electronic tools to support your students' learning.  
*Explore other electronic teaching tools to broaden your expertise and deepen your familiarity with what is possible with remote teaching.  
*Solicit the assistance of Canvas 24/7 Support and your tech-savvy faculty.  
*Share helpful instructional strategies and approaches with other faculty members in your department.  
*If you have a question or issue to raise, please contact your chair/director first.  |

**CONSIDERATIONS RELATING TO THE CHALLENGES OF REMOTE LEARNING OR A PARTIAL OR COMPLETE CAMPUS CLOSURE**

*If at any time you believe you can no longer sustain a course using remote learning, contact your department chair or program director to discuss next steps.  *Partial and complete campus closures: Follow the directions specified in official UCCS COVID-19 updates. Consult with your chair or director, associate dean, or dean.