

## Center for Excellence in Teaching and Learning

### Start-up Strategies for Remote Learning

#### Musts for All Instructors

1. **Use Lincoln email.**
  - a. When using email, only use your [Lincoln account](#) and require students to use their Lincoln email.
  - b. Middle States requires verification for federal compliance. Integrity of courses is imperative. We must be able to verify that the student who registered for the course is the student that is completing the course.
  - c. If not using Moodle, you should ensure that you and your students are using your Lincoln email accounts. This will keep us in compliance.
2. **Track attendance**, which is a Middle States requirement.
  - a. Examples of how to verify attendance include students submitting an assignment, participating in a discussion board, or submitting a quiz each week.
  - b. If a course will meet only in Zoom, taking attendance is required as you would for in-person class.
3. **Follow accessibility guidelines.** Learn more about accessibility.
4. **Students should complete course evaluations.**
  - a. This is a requirement of the Council of Regional Accrediting Commissions.
  - b. Course evaluations are emailed to students by OIERP.

#### Schedule and Plan of Delivery

1. **Will you meet with your students at your regular class time?**
  - a. If you meet synchronously,— a real-time learning event such as webinar or web conference in which students and instructor engage in learning at the same time—you will need conferencing software such as [Zoom](#). For Zoom help, contact the [Office of Information Technology](#) at [support@lincoln.edu](mailto:support@lincoln.edu).
2. **Will you use Moodle?**
3. **Will you use your textbook publisher's site?** If so, all students should have access. If not, use Moodle.

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4. **It is suggested that you ensure your students are adapting to your remote delivery methods.**
  - a. Consider creating an assignment, a discussion or online scavenger hunt where students need to submit or respond to a question such as “How are you doing in the change to alternate delivery? Challenges? Support needed?” Or, use a quiz with standard questions.
5. **How will you track and communicate grades?**
  - a. It is recommended that you use the [Moodle](#) gradebook. As a best practice, set up the gradebook in Moodle before adding assignments.

## Communicating Effectively

1. **Inform students when, where and how you will communicate with them.**
  - a. Respond to students within 24 hours during the week and within 48 hours on the weekend.
  - b. It is recommended that you communicate regularly and frequently with all of your students.
2. **Options for communications include:**
  - a. **Lincoln University email.**
    - i. Use the Outlook Web app or [Outlook](#) on your computer.
    - ii. Create a group that contains the email of each student in the class.
  - b. **Emailing via WebAdvisor enrollment.**
  - c. **Consider Moodle resources.**
    - i. Examples include Quickmail, discussions/forums, and announcements.
    - ii. Send email via your participant’s list.
    - iii. Create short videos or audio using the Moodle text editor: keep videos short because students are in a different environment and could be experiencing distractions.

## Moodle Training

1. **Training for students:** Students and faculty may self-enroll in the [Moodle LMS Student Orientation-2020SP](#) course. The course includes links to the Blackboard Open/Moodle app.
2. **Training for students:** Refer students to the [Moodle student resources page](#).
3. **Training for instructors:**

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- a. Request training through your academic department chair.
- b. Look for the training schedule on the CETL website under workshops and other learning initiatives.
- c. Call the [Moodle helpline](#).

### Developing a Moodle Course

#### Gather resources in a digital format:

1. Syllabus, PowerPoints, handouts, assignments, web links, etc. used to deliver your content in digital format;
2. Major assignments or projects;
3. Assessments;
4. Access to publisher content, if applicable;
5. Links to course resources; and
6. Short description for students on the steps for getting started.

After compiling these materials, begin building the remaining course sessions in [Moodle](#).

### Library Resources

Contact the [Langston Hughes Memorial Library](#).

[Ask a Librarian and Chat](#)