

## **Tips and Suggestions for Surviving Remote Teaching And Supporting Our Student's Survival**

1. Spring term remote teaching is a limited-time response to this crisis.  
In other words: please give yourself, your colleagues, and your students a lot of patience as we work to continue our educational mission during this time of crisis. We are **not** developing “fully online” courses for spring term.
2. The Office of Academic Innovation has a variety of resources available to cope through this urgent need to shift to a remote format. See [Keep Teaching Kit](#).
3. We are also encouraging those faculty members who are able to share tips and suggestions on remote learning with those who are interested, either informally, or by signing our [“I would like to support a colleague” form](#).
4. OIT has an important new service that allows students, faculty and staff to **download and install the latest version of the MS Office Suite, including MS Word, for free**.  
[OIT Service Desk](#)
5. Just do your best under the circumstances.
  - This may mean using the first week, or first two weeks, as a “soft start” — to test run technology, adapt to unexpected glitches, think as creatively as possible, and to be as flexible as possible with yourself and your students. (Many of our students will be accessing our courses with just a smartphone!)
6. Chairs and supervisors are aware that moving courses to a remote model with 1-2 week's notice is an extreme situation.
7. For your students, may we suggest that you:
  - Communicate as soon as possible to your students, on your D2L page messaging, and through email, a note of reassurance, letting them know you understand that they were not necessarily expecting to take your course remotely.
  - Plan to do your best to deliver as much content as possible, to promote as much engagement and critical thinking as possible, and to achieve the learning goals that you usually expect for your “live” courses. But prepare them, however, for the inevitable: glitches will occur, delays are possible, and we all will need to extend patience to one another.

- Keep in mind, as you plan your remote course, that the lowest common denominator for many students may be a smart phone.
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8. Here are some cable companies that are offering free internet services to students who need it during the Covid-19 shutdowns:
    - Comcast free [internet link](#).
    - Spectrum free [internet link](#).
    - Charter free [internet link](#).
  
  9. E-Books: ProQuest is offering [free digital access](#) to their holdings.

Best wishes to you all!