Dear colleagues,

Canisius College has decided to move in-person classes to online in order to protect the safety of the Canisius community. Faculty members are expected to communicate with their students via email and/or d2L announcement no later than March 23rd to let them know either of each course’s revised instructional plan or when an update will be provided. Remote instruction must begin no later than March 30th. Faculty may choose to complete the rest of the semester remotely, even if the college decides to re-open residence halls after Easter.

I strongly encourage each of you to plan “as if” you will be teaching your classes online for the remainder of the spring semester.

Attached is a document of guidance for you to consider as you work to adapt your courses to online instruction. Embedded are links to additional resources. Additionally, Ron Kotlick, the SEHS Director of the Educational Technologies program at Canisius developed and offered Online Learning Resources to further assist you in your planning and online teaching.

This is a challenging and stressful time for all of us. We are in this together. My heartfelt wishes for the safety and well-being of you and your loved ones. Please know that the SEHS administrative team is here to assist you with any support you might need. As always, if you have any question or concerns, please do not hesitation to reach out to me directly.

Thank you for all you are doing.
With my best regards,
Nancy

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Academic Continuity through Online Learning

Canisius College has decided to move in-person classes to online in order to protect the safety of the Canisius community. The college has put together information regarding how to finish your courses online. The link to this information can be found at the CanisiusWiki.

https://wiki.canisius.edu/display/FacTS/Preparedness+for+Academic+Continuity

In addition to the tips for using technology provided by the college, it is important to consider your approach to managing all of your courses online.

Online learning or distance learning requires the same level of commitment and effort that you would put into in-person courses. However, it can pose different challenges. Below you will find some common tips to assist you in finding success in online coursework.

1. Fully understand the expectations and requirements of the course.
   - Be sure to fully read over the syllabus and course expectations. Check for important information including but not limited to:
     - Assignment due dates
     - Structure of the class – ex. online discussion posts, papers, online quizzes or tests, lecture videos, PowerPoints, or readings
   - Treat your online course as you would any other course. Think of D2L or Google Hangouts as your classroom. It is just as important to participate in the desired manner on an online platform as it is to participate in the physical classroom.

2. Dedicate appropriate space and time to your online courses.
   - Dedicating a specific space to your coursework is important. It is important to determine what kind of space will work best for you. But be sure that wherever you decide to work has:
     - Reliable access to the internet.
     - Limited distractions
     - Access to required textbooks or materials
     - You are strongly encouraged to maintain social distance and work from home as much as possible. If you live in the area, and do not have internet access, please be aware that you may use the library and other campus computer workstations. The library will post its hours on their webpage. https://library.canisius.edu/library-hours. All campus buildings will be open during regular business hours.
   - Planning your time appropriately is key to success in an online course. Just because you are not physically attending a course for up to three hours a week, does not mean that you will have less work to do. The work you complete for online learning is typically more self-driven. This means time management will be key to your success. Here are some time management tools you may want to implement:
     - Set a schedule – Setting a clear schedule for how and when you are going to accomplish all of your course work can be beneficial. There are many different ways you can do this. Find the one that works for you.
- Make a calendar – Mark down all of your necessary due dates, online discussions, or online meetings.
- To-do lists – Make a list of what you need to accomplish. It might be helpful to break it down into manageable chunks, such as a daily or weekly to do list.
- Set time limits – Estimate how long a task or assignment may take you. Try to then stick to that time frame. This can help you stay disciplined and motivated.
- Study plan – Figure out how you learn best. Not everyone learns the same way. If you work better in the morning, make sure to plan out a portion in the beginning of the day to get your work done. Make sure to build the time into your schedule to thoroughly review all course material.
  - Once you make a schedule, try your best to stick to it! This will help ensure that you do not fall behind in your classes or miss any important deadlines.
- If you are having trouble with staying focused on your computer, you may want to look into different applications where you can temporarily block access to certain websites, such as social media sites. Examples of these website blocking programs to increase productivity can be found here: https://freedom.to/blog/8-website-blockers-for-studying-productivity-focus/

3. Focus on organization.
- Staying organized is critical. Because you are not in class with the professor, you are not going to be receiving as many reminders about upcoming assignments or readings. This means that you have to stay organized enough to know about due dates, discussion posts, and accessing course materials.
- If you are taking multiple courses online, your professors may run their courses differently. Make sure you are aware of how each course functions.

4. Maintain communication.
- Email – Email remains the primary form of communication at Canisius College. Please be sure to check your Canisius email regularly for communication from your professors. Additionally, if you have questions regarding your courses either about course logistics or subject information, be sure to reach out to your professors for help.
- D2L – D2L is the go to platform for online course communication. Be sure to check your course site regularly for updates. It may be useful to turn on D2L notifications.
  - Discussion Posts – Many professors will utilize discussion posts for their online courses to simulate an in-class discussion. Therefore, be sure you are aware of how D2L works and how to access discussions.
  - If you have any questions please visit the CanisiusWiki here: https://wiki.canisius.edu/display/hd/D2L+Self-Paced+Training+for+Students
- Google Hangouts – Professors may schedule web meetings for your course, either for an online lecture, discussion, or office hours. Google Hangout is a source provided by the college for you to use for these purposes. If you have questions regarding how to use this resource, please visit the CanisiusWiki here: https://wiki.canisius.edu/display/hd/Google+Hangouts+Meet+for+Web+Meetings