

Dear Colleagues,

Thank you for being persistent, innovative, and above all, committed. We are nearly ready to reunite with our students and courses and relaunch the term.

In this email, I'm pleased on behalf of the Teaching and Learning Center (TLC) to begin partnering with Judy Cahn and the Department of Online Education and Support (DOES). Judy and I will be sharing information over the next few weeks that focuses on supporting you and your students as you begin interacting in your remote courses. Judy's team has been working tirelessly to create resources and provide support and connections: please bookmark the [DOES website](#) as it is an essential resource at this time.

This afternoon, our suggestions for polishing and filling your courses are practical, focused on what you will be doing online. Please modify these suggestions if you are not using Blackboard or are using different activities and methods than those listed below.

As you transition your courses to distance learning, please keep in mind that simple and small work best. We have tagged each of these points to match this morning's email categories:

- Keep in mind that students are not set up with the same connectivity and not all students can meet virtually through the various web conferencing tools available. **[access issues]**
- Posting your materials and assignments along with clear instructions on the learning management system, Blackboard, can help you to get started. **[simplicity of access]**
- You do not need to rely on web conferencing to lecture at a distance. If you choose to narrate over powerpoint, we strongly recommend you do so using a screen casting tool like <https://screencast-o-matic.com> - a free screen recording tool, and post the link to your course. **[simplicity of access]**
- While each course has considerable capacity for online materials and assignments, please do not upload videos directly to the course. You may get an error message if the files are too large and you do not know if students have the ability to download the video to view it. It is best to link to a video housed elsewhere, such as youtube.
- Remember to "chunk" videos and materials. Multiple short readings and videos are more digestible online. **[learning curves (and the range of these)]**
- You can use Bb Collaborate or Zoom to offer virtual office hours. **[synchronous/asynchronous]**
- You can recommend that students share contact information with another classmate as a study-buddy or group students to help each other through the course. **[learning curves (and the range of these)]**

The Department of Online Education and Support (DOES) team have developed resources to help you make the transition from on-campus classes to distance learning. [simplicity of access; learning curves]

- Quick Tips infographics are attached,
- We urge you to review the videos and recorded webinars listed below.

If you need additional help, you can schedule a one-on-one virtual meeting with an instructional designer at the DOES website: <http://www.jjay.cuny.edu/elearning-lab-reservation>. Scroll down and select "Schedule a Virtual Meeting."

Please remember to

- Make your courses available in Blackboard
- Ask your students to confirm that their name@jjay.cuny.edu email address is correct. Please emphasize that the jjay.cuny.edu address is the only one to use for the course.

Videos and Recorded Seminars

Getting started with distance learning

<https://johnjayonline.wistia.com/medias/dxyfu2ln1r>

Recorded webinars along with the associated slide deck can be found at:

jjay.cuny.edu/online-education-support-webinars

- Blackboard Collaborate Ultra Demo
- Transitioning from On-Campus to Distance Learning
- Getting to Know Your Blackboard Course: Navigating the Template
- Opening Your Blackboard Course: Things to Consider for a Smooth Beginning
- Getting to Know Your Online Students: Exploring Instructor Presence and Methods for Early Intervention

Guides can be found at jjay.cuny.edu/onlineeducation

- Handbook of Online Teaching
- Teach On! What To Do and Where To Start (DOES & TLC)

We know you can do this and are doing much more. Please reach out if you need assistance. We will be in touch tomorrow!

Your faculty support team,

Gina and Judy

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