



# TEACH ON!

WHAT TO DO AND WHERE TO START

A GUIDE from DOES & TLC

March 10, 2020

**JOHN  
JAY** COLLEGE  
OF  
CRIMINAL  
JUSTICE

## TEACH ON!

### WHAT TO DO AND WHERE TO START

An emergency event may result in the official suspension of face-to-face classes at John Jay College. The following general conditions may initiate plans to ensure that classes continue, even if this means moving courses taught in person in physical classrooms to online spaces such as Blackboard:

- A university or college-wide closure to protect the personal safety of students, faculty, and staff.
- A significant reduction in faculty, staff, and student attendance related to illness or other concerns.
- A need for “social distancing” to provide instruction without the potential danger of contagion from face-to-face contact.

Please check the John Jay College website for updates related to policy and academic continuity: <https://www.jjay.cuny.edu> (updates are generally posted at the top of the page above the news slides).

This guide offers information about what to do *before* the College closes and *during* the closure to continue instruction when Internet and/or computer access is available. To support students who may not have access, please communicate with your department about alternative means for continuity of education.

### WHERE TO GET HELP

- The Department of Online Education can provide one-on-one support in designing a course on Blackboard. You can meet online with an instructional designer via web conferencing by selecting *Schedule a Virtual Meeting* at <http://jjay.cuny.edu/elearning-lab-reservation>
- The Teaching and Learning Center -- The Teaching and Learning Center can provide consultations for faculty with questions about effective teaching practices and student engagement, teaching resources, self-care tips for teachers and students, and peer mentoring referrals. The online teaching and learning listserv will include announcements about best practices, resources, and policies, while our Twitter feed will share information from DOES, Student Affairs, and other colleges and universities facing similar issues. Consultation hours will be posted when and if the college closes. <https://www.jjay.cuny.edu/teaching-and-learning-center-tlc>

- The Blackboard Support Department offers one-on-one support in Blackboard functionality. Blackboard Support contact information can be found at <http://jjay.cuny.edu/blackboard> and in the Blackboard Help section of your Blackboard course.

### **PLAN: BEFORE THE COLLEGE CLOSES**

#### *Updates*

- Daily check the John Jay College website for the most updated information about any College directives. This information is usually located at the top of the home page above the news stories.

#### *Communications*

- Have students check their email address in Blackboard. Ensure they use the [@jjay.cuny.edu](mailto:jjay.cuny.edu) institutional email. Instructions for updating your email address in Blackboard can be found at <https://bit.ly/3ayBCye>.
- Consider that students have differing levels of access to technology and internet connectivity, and that the availability of computer labs, libraries, or other public access points would likely be limited during an event requiring campus closure.
- Check your access to technology from off-campus using your personal devices. For example, are you able to access John Jay College systems remotely? Make sure that all your systems are up-to-date and compatible with any software you might use. Firefox is the recommended web browser for Blackboard.
- Test forwarding your office phone calls to your personal phone and changing your office voicemail message. Instructions can be found at [http://johnjay.jjay.cuny.edu/files/DoIT\\_Telephone\\_Reference\\_Guide.pdf](http://johnjay.jjay.cuny.edu/files/DoIT_Telephone_Reference_Guide.pdf)
- Communicate with students to explain how you plan to communicate with them in the event of possible College closures (i.e., email, Bb Announcements)

#### *Course Plans and Implementing Changes*

- Assess where you currently are in your course and make plans for course modifications to ensure continuity of instruction.
- Communicate your interim instructional plan to ensure consistent messaging.
- Update instructional materials to reflect modifications (e.g., Syllabus on Blackboard, assignment instructions, submission requirements, etc.) and remove items you will not be using while the course meets online.

- View the recorded webinar: Transitioning Your On-Campus Class to a Distance Learning Course: <https://johnjayonline.wistia.com/medias/jdr4qvxje0> with the associated slides here: *(point to pdf)* <https://drive.google.com/drive/u/3/my-drive?ths=true>
- Determine and communicate to students whether and how course modifications will impact grading and assessment.
- Notify students of immediate course changes and changes in requirements.

### **TRANSITION YOUR ON-CAMPUS CLASS TO DISTANCE LEARNING**

As you prepare to move your course online, consider:

- Your comfort using relevant instructional technologies
- The structure of your course
- Student needs
- The requirements of the content you use - books, pdfs, multimedia
- The assignments and assessments typically used in the course, and the limitations caused by the shift in modality of teaching.
- *Most importantly, we encourage you to set reasonable expectations for success and be sensitive to those who may have limited access to the internet.*

The Department of Online Education and Support offered a webinar on Transitioning Your On-Campus Class to a Distance Learning Course. The RECORDED webinar can be viewed here:

<https://johnjayonline.wistia.com/medias/jdr4qvxje0> with the associated slides here: *(point to pdf)* <https://drive.google.com/drive/u/3/my-drive?ths=true>

It is a review of:

- Clarity of (Course) Design
- Using Announcements Effectively
- Using Web Conferencing to Interact (Bb Collaborate)
- Using Discussion Board Effectively
- Setting Up Assignments.

### **RESOURCES TO PREPARE YOUR COURSE ONLINE**

If you are new to using Blackboard for teaching (or feel that a review would be helpful), please use the resources below to begin to prepare your course on the CUNY-supported Blackboard

(Bb) learning management system. To get started in Blackboard, please refer to the Handbook of Online Teaching located at <http://jjay.cuny.edu/onlineeducation>

Also, you can refer to our Blackboard Instructor User Guide:

[https://www.jjay.cuny.edu/sites/default/files/webapps/john\\_jay\\_online\\_blackboard\\_instructor\\_user\\_guide.pdf](https://www.jjay.cuny.edu/sites/default/files/webapps/john_jay_online_blackboard_instructor_user_guide.pdf)

The sections below will help you access the information and tools you need quickly and with minimal practice necessary to support your teaching:

- The Course Menu allows you to easily edit items and change options that affect how students interact with your course.
- The Course entry point is the first area students see when they enter your course. The default course entry point is the Home Page and contains modules that alert students to activity in your course.
- Within the Course Menu items, you can add content such as your class notes, weekly materials (readings, presentations, etc.).

### ***Upload Your Syllabus and Content in Blackboard/Attaching Files***

Uploading files such as a syllabus or adding course readings are basic tasks in Blackboard. You can attach files in many standard formats, such as Microsoft Word and Adobe PDF.

#### **Help Page:**

[https://help.blackboard.com/Learn/Instructor/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Best\\_Practice\\_Attaching\\_Files](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Best_Practice_Attaching_Files)

[https://help.blackboard.com/Learn/Instructor/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Create\\_Content\\_Items\\_or\\_Documents](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Create_Content_Items_or_Documents)

### ***Create a Discussion Forum***

Creating a discussion forum can help students feel a part of a community and keep a conversation going around a topic. Remember, you do not have to respond to every post. You can synthesize the comments and post your own comment to keep the conversation going.

#### **Help Page:**

[https://help.blackboard.com/Learn/Instructor/Interact/Discussions/Create\\_Discussions](https://help.blackboard.com/Learn/Instructor/Interact/Discussions/Create_Discussions)

#### **YouTube Video:**

<https://youtu.be/vNMO-4I7uBI>

<https://youtu.be/2PqHFhtIUuQ>

### ***Create Assignments***

#### **Help Page:**

[https://help.blackboard.com/Learn/Instructor/Assignments/Create\\_and\\_Edit\\_Assignments](https://help.blackboard.com/Learn/Instructor/Assignments/Create_and_Edit_Assignments)

### ***Create a Test/Quiz***

#### **Help Page:**

[https://help.blackboard.com/Learn/Instructor/Tests\\_Pools\\_Surveys/Create\\_Tests\\_and\\_Surveys](https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys)

YouTube Video: <https://youtu.be/hms51SQtYzY>

## PREPARE YOUR STUDENTS: COMMUNICATE EARLY, SIMPLY, AND OFTEN

Create a plan for communicating with your students early, simply, and often so that they have the tools and information they need to succeed. “Simply” means to focus on what you want them to know, keeping sentences short and linear.

Communicate with students early, simply, and often to give them information about changes to your course.

- Let students know how often they can expect to hear from you (e.g., daily, weekly, etc.) and how you will make contact (email, announcements, discussion board posts, etc.)
- Explain to students how they can communicate with you (email, announcements, discussion board posts, etc.).
- Inform students of the expectations for attendance and participation under your modified teaching plan. You can find examples in the Handbook of Online Teaching located at [http://www.jjay.cuny.edu/sites/default/files/contentgroups/academics/handbook\\_online\\_teaching.pdf](http://www.jjay.cuny.edu/sites/default/files/contentgroups/academics/handbook_online_teaching.pdf)
- Tell students how the class will operate during the time the course is being taught online. You may find it helpful to establish Ground Rules or Group Agreements along with explaining processes and expectations.
- Direct students to campus resources for addressing non-instructional needs (e.g., health and wellness <http://www.jjay.cuny.edu/wellness-health-services> and other campus websites). Be sure to keep a reference list for yourself that contains contact information for various student support offices.
- Tell students to monitor official campus communication for updates by checking the College website daily ([www.jjay.cuny.edu](http://www.jjay.cuny.edu)). Be sure to point them toward the usual location of these updates as many will not be aware of the announcements.
- Encourage students to practice daily preventive care: Wash hands frequently with soap and water. Avoid touching your eyes, nose and mouth. Stay home if you are sick. Clean and disinfect frequently touched surfaces at home, work and school. You may find it helpful to add links to handwashing videos and information designed to lower anxiety.

### ***Announcements***

Help Page: <https://help.blackboard.com/Learn/Instructor/Interact/Announcements>

YouTube Video: <https://youtu.be/UFsPszU0l1k>

### ***Make Your Course Available to Students***

Be sure to make your course available for students to see. If you haven't used the Blackboard site for your course, then by default, the course is not open for students to see. Making your course available, in essence, is like opening the classroom door.

**Help Page:** [https://help.blackboard.com/Learn/Instructor/Courses/Course\\_Availability](https://help.blackboard.com/Learn/Instructor/Courses/Course_Availability)

#### **YouTube Video:**

[https://help.blackboard.com/Learn/Instructor/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Create\\_Content\\_Items\\_or\\_Documents](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Create_Content_Items_or_Documents)

### **TEACH: DURING COLLEGE CLOSURE**

- Use technology and pedagogical resources to implement your plans.
- Communicate with your students regularly.
- Continue to follow your (modified) syllabus, posted online.
- Use web conferencing, Bb Collaborate, sessions to meet with your students. Blackboard Collaborate provides a robust platform for online collaboration and meetings, pairing full video and audio conferencing capabilities with content sharing and cloud recording. In short, Blackboard Collaborate Ultra allows you to replicate the classroom experience including screen sharing, whiteboards, breakout rooms, and sharing videos with sound.
- Look for webinars and other resources to support teaching during extended college closures.
- Join the John Jay Online Teaching and Learning listserv to receive announcements, tips, biweekly newsletters, and connections to other John Jay faculty.
- Follow @JohnJayTLC on Twitter for more news, resources, and tips.

### **RESOURCES TO COMMUNICATE WITH YOUR STUDENTS**

You can message students individually through Blackboard, or use the following functions within Blackboard to communicate with the entire class:

- Announcements are an ideal way to post time-sensitive information, such as announcements for due dates for assignments and projects, changes to your syllabus, corrections/clarifications of materials, and exam schedules.
- Course messages are a private and secure text-based communication that occurs within your course among course members. Although similar to email, you must be logged into



a course to read and send course messages. Message activity remains inside the system, and you do not have to worry about email addresses that may be incorrect or outdated.

- Online discussions allow students to interact and the professor to observe how students grasp the material and to correct misunderstandings. You can extend your office hours and reach students throughout the week for continuous learning.
- The email tool allows you to send email to other people in your course without launching a separate email program, such as Outlook. You can send email to individual users or to groups of users.

### ***Setting up a Blackboard Collaborate (web conferencing) Session***

Have a meeting or class session using web conferencing. Blackboard Collaborate is a web conferencing tool for you and your students to meet real-time, virtually.

#### **Help Page:**

[https://help.blackboard.com/Learn/Instructor/Interact/Blackboard\\_Collaborate/Collaborate\\_Ultra](https://help.blackboard.com/Learn/Instructor/Interact/Blackboard_Collaborate/Collaborate_Ultra)

#### **YouTube Video:**

<https://youtu.be/1W4sGpVmJaY>

For additional information, contact the Department of Online Education and Support at [OnlineEd@jjay.cuny.edu](mailto:OnlineEd@jjay.cuny.edu) and the Teaching and Learning Center at [tlc@jjay.cuny.edu](mailto:tlc@jjay.cuny.edu)