CoP Faculty Guidance for Remote Learning
COVID-19

<table>
<thead>
<tr>
<th>Concern</th>
<th>Potential Reasons</th>
<th>Guidance</th>
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| Students report online learning typically takes students longer than in-class learning | • Recorded lectures are lasting longer than the allotted class time  
• Additional homework assignments given to compensate for not being in class  
• Students lack the guidance or structure that they usually receive in live instruction on assignments  
• Students do not receive just-in-time feedback or unable ask questions | • Lecture recordings should be the same length as the allotted class time  
• Refrain from increasing the complexity of exams and assignments to compensate for less class time or changes in testing processes  
• Provide recordings with solutions and thought process for homework and case assignments  
• Provide an estimate for how long assignments or activities should take |

Additional Student Concerns

• Lack of regular routine/structure  
• Limited interaction with faculty and peers  
• Less immediate feedback on performance  
• Decreased focus due to uncertainty and other stressors  
• Unable to see laser pointer recorded lectures from previous years  
• Confusion with assignment deadlines  
• Difficulties with technology  
• Differences in time zones

Addressing Concerns

• Send out a schedule every Friday which includes the upcoming week’s material covered and assignments due (see example)  
• Host virtual office hours during regularly scheduled class time or periodically throughout the week to accommodate students in different time zones  
• Use the email option (check the box) so students receive an email when posting Blackboard announcements (see example)  
• Create lectures in 15 to 20 minute increments to increase student focus  
• Create supplemental document to guide students when using laser pointer in previously recorded lecture  
• Integrate a break for classes lasting longer than one hour  
• Utilize a 24 hour testing window for examinations (12:00am to 11:59pm)  
• Consider open-note examinations  
• Utilize the same due date time, such as 11:59pm, for all assignments  
• Provide feedback on assignments and exams as soon as possible  
• Be transparent with students and address their concerns as soon as possible.
Troubleshooting Technology Issues*

Connecting to a VPN
- The College provides a private VPN for those working remotely
- Connecting to the VPN requires BoilerKey
- Directions for how to access the VPN are available [here](https://www.itap.purdue.edu/connections/vpn/)
- Additional help is also available through ITaP:

Navigating ExamSoft
- ExamSoft “how-to” videos available [here](https://www.itap.purdue.edu/connections/vpn/).
- Additional information and step-by-step instruction on how to format exam questions, build assessments, and posting/proctoring an exam through ExamSoft can be found [here](https://www.itap.purdue.edu/connections/vpn/).
- [CoP ExamSoft Best Practices for Distance Learning](https://www.itap.purdue.edu/connections/vpn/)

Additional Resources for Teaching Remotely
- [College of Pharmacy Guidance on Remote Learning Options](https://www.itap.purdue.edu/connections/vpn/)
- [Teaching Remotely Overview](https://www.itap.purdue.edu/connections/vpn/)
- Additional information regarding remote learning can be found on the College of Pharmacy [website](https://www.itap.purdue.edu/connections/vpn/).

*If you have not done so already, complete the Pre-Shutdown Checklist provided [here](https://www.itap.purdue.edu/connections/vpn/).

Course Schedule Template

<table>
<thead>
<tr>
<th>Assignment/Exam</th>
<th>Points</th>
<th>Due Date</th>
<th>Submit To</th>
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Emailing a Course Announcement

Check box to email an announcement