CoP Faculty Guidance for Remote Learning COVID-19

Concern

Students report online learning typically takes students longer than in-class learning

Potential Reasons

- 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 justin-time feedback or unable ask questions

Guidance

- 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

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.

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

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.
- Additional help is also available through ITaP: https://www.itap.purdue.edu/connections/vpn/

Navigating ExamSoft

- ExamSoft "how-to" videos available here.
- 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.
- CoP ExamSoft Best Practices for Distance Learning

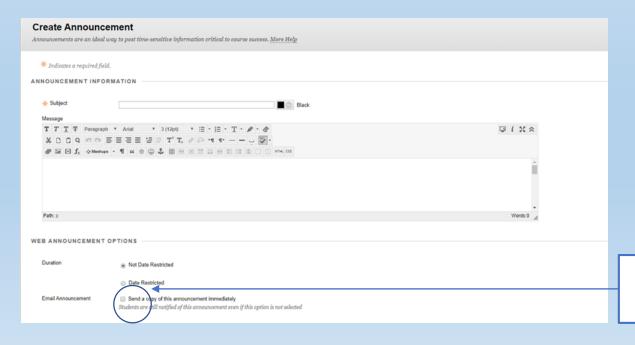
Additional Resources for Teaching Remotely

- College of Pharmacy Guidance on Remote Learning Options
- Teaching Remotely Overview
- Additional information regarding remote learning can be found on the College of Pharmacy website.

Course Schedule Template

Assignment/Exam	Points	Due Date	Submit To

Emailing a Course Announcement



Check box to email an announcement

^{*}If you have not done so already, complete the Pre-Shutdown Checklist provided here.