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# DDEC Guidelines for Remote Delivery of Instruction

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The 4CD Districtwide Distance Education Council recommends that, at a minimum, all instructors moving from on-campus classes to remote delivery during this emergency period do the following:

1. **Communication plan:** Create your plan for how you and your students will communicate during this period of suspension of on-campus class meetings. Your plan should include:
	1. **Email response times:** State response times for student inquiries via email and inbox.
		1. DDEC recommends: 24 hours for M-F and 48 hours on weekends
		2. If you are using Canvas Inbox, you will need to check into your course frequently, or [set your notifications](https://community.canvaslms.com/docs/DOC-13113-4152719736) to forward mail to your campus email account.
		3. Note that Inbox is an excellent communication tool where you can filter student inquiries by class.
	2. **Assignment Feedback Timeframe**. State the timeframe for providing feedback on assessments (assignments and other graded work.)
		1. UF Contract requires a 2-week maximum time for feedback.
	3. **How You will Initiate Contact**: State how and when your students can expect you to reach out to them. (this is different from replying to inquiries.)
		1. DDEC recommends at least a weekly email or [Canvas Announcement](https://community.canvaslms.com/docs/DOC-10405-415250731) that includes a weekly overview, stating what you’re covering in the week ahead, reminding them about what’s due, etc.
	4. **When & How you will hold Office Hours:** You may still hold them on campus, or you may hold them online. Include directions about how students can attend your office hours, and whether you are also available to meet outside those hours.
		1. DDEC recommends that you hold any online office hours using Zoom. All faculty have access to [free Zoom accounts](http://conferzoom.org/ConferZoom/SignUp).
2. Create an **Assignments Plan**
	1. State when students will receive assignments (e.g. Every Friday, once a month, etc.) and how (e.g. by email, through Canvas announcement, through the [Canvas assignments](https://community.canvaslms.com/docs/DOC-9873-415267003) tool)
	2. State how students submit their assignments (through email, Canvas assignments tool, other)
	3. State how students receive feedback on assignments (through email, Canvas assignments tool, other.
		1. DDEC recommends you try out the [assignments tool](https://community.canvaslms.com/docs/DOC-9873-415267003) if you can. It provides an intuitive place for your instructions, student submissions and due dates.
3. **Activate Canvas shell and add syllabus**

**Note steps to accomplish this are listed in detail below.**

* 1. Create a module in your Canvas course.
	2. Upload your syllabus to a module.
	3. Upload your Communication Plan.
	4. Upload your Assignments Plan.
1. **Publish your Canvas course**

 Here are step-by-step instructions to add your syllabus, Communications and Assignments plans and publish your Canvas course shell , so that your students can always locate and access the important information you provide them.

1. Go to your college website and click into Canvas.
2. Click on the course labeled with the name of the desired class. (remember, there will be lots!)
3. Once inside the class, go to the left-hand course navigation (not the Global navigation on the far left, but the one inside the course with blue letters.)
4. Click Modules.
5. Click Create a New Module (or the little + button next to the word Module)
6. Name your module. (You could call it Introduction Module, or Resources Module, as an example.)
7. At the bottom of the page, click Add Module. Congrats! You now have a course module!
8. Click on the module you just created, which will show up as the name of your module on the screen.
9. To the right, you'll now see a + enabled. Click +.
10. From the drop-down menu, select File.
11. Click on New File.
12. Click Choose File to drill down into your computer to find your syllabus.
13. Click Add item. Congratulations! You know have uploaded your syllabus.
14. To upload your Communications Plan and your Assignments Plan, follow steps 9-13.
15. To make all of this visible to students, Scroll to the bottom of your module, and click **Publish.**