



# CLASS ABSENCE PRACTICES FOR COURSE CONTINUATION

This document provides a guide for converting in-person course instruction to a remote format during the campus closure. Please note D2L and Google G Suite for Education cover a wide variety of options to connect with your students. D2L will continue to be our learning management system. If you need to access your on-campus computer files, please remember to set up your VPN secure connection.

Go to [science.arizona.edu/coronavirus](https://science.arizona.edu/coronavirus) for direct links to resources and on going updates.

= Immediate use    = Takes time to set up    = Download required

## Course Announcements

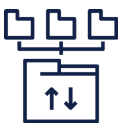


**D2L\***

- Post announcements for students using the D2L course announcement.
- Email students through D2L email.

\* If this is your first time using D2L, please allow time to process.

## Sharing Course Materials



**D2L**

- Post lecture notes and slides (PDF, Word, Power Points) in D2L.

**Box**

- [box.arizona.edu](https://box.arizona.edu) account provides 50 GB of online storage and allows you to upload individual files of up to 15 GB in size for sharing large files when emails are inadequate. Links to files for sharing/editing/uploading can be created for students.

## Student Assignment Submissions



**D2L**

- Use D2L assignment submission tool.

**Arizona Email**

- Students can use their Arizona email to submit their assignments
- This option is only recommended if it's a small class since it can be time consuming with numerous emails to track.

**Office Lens**

- Office Lens is the new camera built into OneNote for iPad or iPhone that lets you take pictures of whiteboards or printed documents. **Included with Office 365.**

**Adobe Scan**

- Easily capture and convert documents, forms, business cards, and whiteboards into high-quality Adobe PDFs from your phone. **Included with Adobe Creative Cloud.**

## Meeting Virtually- Seminars/Conferences



**Zoom**

- Share screens and real-time voice and/or video conversations with students. Requires a microphone. Ideally a camera and headset.

**Microsoft Teams**

- Secure collaboration application in Office 365. Includes audio and video conferencing among many other collaboration tools.

## Meeting Virtually- Lectures



**Panopto**

- Record video lectures that can be posted and viewed on D2L course site.
- Students can watch on their own schedule.
- Requires a microphone. Ideally a camera.

**Zoom**

- Share screens and real-time voice and/or video conversations with students. Requires a microphone. Ideally a camera.

## Online Chat



**Microsoft Teams**

- Includes a chat-based workspace for real-time collaboration.

**Skype for Business**

- Another Microsoft chat tool.

**Slack**

- Not a University service, but many units use it for chat and collaboration. If your unit has adopted it, ensure that all employees have accounts and know how to access Slack remotely.

In addition, the *Office of Instruction & Assessment (OIA)* has created a list of *Teaching Continuity Strategies* for University instructors in case on-ground courses are suspended.