



ACADEMIC CONTINUITY TEAM

Dear Faculty,

As you begin to adjust your courses to their fall course modalities, ACT hopes you will take advantage of the many resources and training opportunities available this summer. We would like to highlight our Faculty Planning Circles as an opportunity to get feedback and support from other faculty who are also working to adjust courses for the fall. See below for more details and to sign up.

Toolkit Workshops

Toolkit workshops are designed to integrate good practice with technology for a wide variety of course modalities. Workshop descriptions and RSVP links also on the [ACT Training page](#).

Instructional Basics, Tuesday, July 14, 10A-12P Virtual/In Person* [RSVP](#)

This survey workshop provides best practices and tools to:

- distribute course material
- assess student learning
- maintain academic integrity
- host live lectures

Instructional Advanced, Tuesday, July 21, 2-4P Virtual/In Person* [RSVP](#)

Learn how to:

- help students to demonstrate a skill or give an online presentation
- encourage student learning
- facilitate a lab remotely

Engaging Students, Thursday, July 23, 2-4P, Virtual/In Person* [RSVP](#)

This workshop will provide ideas and ways to:

- personalize your course
- help your students engage with the content and participate in discussions
- manage simultaneous face-to-face and online audiences

Supporting Students, Tuesday, July 28, 10A-12P, Virtual/In Person* [RSVP](#)

Connecting Students, Thursday, July 30, 2-4P, Virtual/In Person* [RSVP](#)

Technology Workshops

These virtual workshops provide walkthroughs of YSU-supported technology tools, major application features, and digital skills. Facilitated by IT Training Services. Workshop descriptions and RSVP links also on the [ACT Training page](#).

Webex Meetings and Teams, Tuesday, July 14, 3-5P [RSVP](#)

Learn how to:

- meet synchronously online with your students
- share content and annotate your screen
- record and share lectures
- create spaces for group projects
- schedule office hours, and more!

Instructional Media, Wednesday, July 15, 3-5P [RSVP](#)

Instructional media tools enable you to connect and engage with students in various ways. You will learn how to:

- create quick videos using Webex or Screencast-o-matic
- upload them to Microsoft Stream
- use OneDrive for distributing material
- provide feedback to students
- best use your Office 365 online tools and calendars

Power of One: How to Use OneDrive and OneNote Thursday, July 16, 11A-12:30P [RSVP](#)

Microsoft OneNote and OneDrive have the power to assist you in:

- reducing paper usage
- becoming digitally organized
- collaborating in real time with your colleagues or team members

Microsoft Teams, Tuesday, July 28, 2:30-4:30P [RSVP](#)

Faculty Planning Circles

A Faculty Planning Circle provides opportunity to meet with other faculty, share ideas and approaches, seek ideas and feedback on your course changes, and get support from other faculty that are facing the similar challenges as we all prepare for the fall semester. [RSVP for a Faculty Planning Circle by July 17, 2020](#). Planning circles will begin meeting the week of July 20th.

Open Question Sessions

Drop-in anytime between 10-12 on Monday, [July 20](#) or [July 27](#), to talk through planning for your fall courses with ACT staff and other faculty. Click on desired date(s) to register and get the meeting link. Additional dates will be added for August.

Blended Course Institute

The Blended Course Institute will either take place as a single 3-hour workshop or as a week long hands-on series (Monday, August 3th through Friday, August 7th from 9:00am-12:00pm each day). Participants will learn instructional strategies that primarily relate to courses taught in the following modalities: agile-hybrid, online-live, and as a back-up plan for campus courses. Please fill out [this form](#) if you are interested in finding out more information. This is not an RSVP.

***Note:** due to requirements regarding health and safety during the COVID-19 pandemic, only a limited number of in-person attendees will be allowed. In-person participants must pre-register, take a health assessment the day of the workshop, and wear a face covering while in attendance.

The Academic Continuity Team (ACT) is made up of faculty and staff from the Institute for Teaching and Learning, Office of Distance Education, and Information Technology Customer Services. Our offices have been working together since the beginning of the COVID-19 pandemic in order to coordinate services, provide training and resources, and support faculty teaching. Visit our [website](#) for resources, training opportunities, or to contact an ACT member.

Thank you for all your good work!

The Academic Continuity Team

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