

**Subject: Virtual Teaching – T-minus 11 days and counting**

Colleagues and fellow sojourners in the solitude of your homes,



It's been a busy week, but no new major crisis so far (excepting New York City). I hope everyone had a chance to try out lecture delivery and that you are getting a feel for constraints and opportunities.

We continue to finalize the data from the Faculty Needs Survey and are using it to design training.

One of the reasons for delay in my messages was my frustration at "... more information coming." A lot of that information is now finalized and I can start to provide some specific detail around your questions and concerns.

Thus this message has an unusually large number of announcements.

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**College specific training:**

I apologize that we had the wrong link in the second webinar around use of Zoom yesterday. It was great – but is also now recorded so you can watch at half speed and be sure not to miss any critical information.

- Wed 3/25 (3:00 pm): [Teaching Remotely: Options for using video and where to begin](#)
- Wed 3/25 (3:30 pm): [Teaching Remotely: Advanced Zooming](#)

**Thursday and Friday webinars:**

- *Using Panopto, Zoom and Kaltura from Canvas and a Few Remote Lecture Tips* - Rob Parker (Leadership). Thursday, March 26, 5:00-6:30 pm. (<https://cornell.zoom.us/j/874362226>) [correct link]
- *Toolbox for Effective On-line Learning: Low-hanging fruit and concrete suggestions for implementation* – Celia Evans (ELI). Friday, March 27, 2:30-4:00 pm. (<https://cornell.zoom.us/j/8271392607>)

As before, these will be recorded and posted.

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### Quick announcements and updates:

- **New hot-line for support for virtual instruction:** There are now many groups involved in supporting the transition to virtual instruction, from central offices in CIT and CTI, to our own COE/CIS IT support group (ITSG), to Kathy Dimiduk and MTEI, to others re-purposed to help. To ensure that faculty needs are directed appropriately, and to track that they get resolved, ITSG set up [coecis-help@cornell.edu](mailto:coecis-help@cornell.edu) as a new mailbox for this purpose. This address can be used for almost all requests, though you are also free to directly contact me or Kathy Dimiduk where appropriate. I suspect many of the help requests will be directed to us as well!
- **Quick Reference Tip Sheet:** Attached is the current state of a quick reference tip sheet that is being developed by ITSG and MTEI. It will be updated and will be accessible via the Engineering Coronavirus website (<https://www.engineering.cornell.edu/news/cornell-engineering-coronavirus-resources-and-updates>).
- **New York PAUSE:** As mentioned in President Pollack's message, the University is effectively 100% remote with the exception of Covid-19 research. This includes access for teaching. If you believe you have a critical need for access to campus in order to fulfill teaching responsibilities, you should work with your department chair/director to document the case; approval goes through the Dean and Provost.
- **Student computer access issues:** Many of you have expressed concern around student equity with instruction, especially with regard to computer and computer access. The University reached out to all students to identify issues and are working with the colleges to ensure those who expressed issues will be ready for the start of instruction. If you become aware of other students who need assistance, please let us know through the new help-line ([coecis-help@cornell.edu](mailto:coecis-help@cornell.edu)). We are also reaching out to the 1888 students who didn't respond to the University poll.
- **Contacting students in China:** We are aware that CMail (or Gmail) are problematic in China, and perhaps other countries. However, Canvas (and Zoom through Canvas) are functional. We recommend that you use the features within your Canvas site to communicate with students rather than direct e-mail. There will be other limitations, including countries that block Zoom, that will need to be identified and addressed over the next few days.

- **Accommodations and Accessibility of Instructional Materials:** If you have students in your classes with instructional accommodations (deaf interpreters), you should contact and work with SDS to develop appropriate solutions. Fortunately, the University is being pragmatic with respect to on-line material being fully accessible.

“In these challenging times and with the immediate need to convert to online teaching, faculty should prioritize addressing known accessibility needs for students enrolled in their classes. If faculty learn of any additional student accommodation needs as the semester resumes, faculty should refer those students to SDS. Faculty should work closely with SDS to support students who may need accommodations for remote learning, including additional time or support to complete classwork or examinations.”

- **Prelim Exam and Final Exam schedules:** Final “rules” confirmed by the Office of the University Registrar (OUR). See guidance from the University FAQ below.

Faculty are strongly recommended to consider alternate assessments in place of previously scheduled preliminary exams and as well as final exams, where possible. If it is critical to retain a University schedule for preliminary exams, faculty should reference the following table, which provides alternative dates for prelims scheduled after 3/13/2020. Please keep in mind that students will need to receive graded feedback in advance of the DROP/Change grading basis deadline, which is April 21. Faculty who intend to administer a final exam should follow the original final exam schedule, pushed back by one week. Due to the broad range of time-zones and internet accessibility by students, faculty must provide for a minimum window of 24 hours over which students may take their final exam. Faculty must also be prepared to provide additional accommodations to students who may not have reliable access to an online exam. Faculty who need to make accommodations for students or intend to move their prelim exam to a Monday or Wednesday should communicate with their students in advance to determine the number of conflicts that may be created.

Originally Scheduled Prelim Date	Proposed Alternative Prelim Date
17-Mar	7-Apr
19-Mar	9-Apr
24-Mar	14-Apr
26-Mar	16-Apr
7-Apr	21-Apr
9-Apr	23-Apr
14-Apr	28-Apr
16-Apr	30-Apr
21-Apr	5-May
23-Apr	7-May
28-Apr	7-May
30-Apr	7-May
5-May	7-May

- **Contacting students about Prelim dates:** As you might note from the above schedule, the prelims originally set for 17-Mar and 19-Mar are now in the first week as classes begin. I would suggest faculty begin contacting students (through Canvas) to forewarn them of this impending event. All faculty are encouraged to start contacting students with general information (but, please, no assignments).

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Ferris Wheel tomorrow?

Stay safe, healthy and sane!

Mike