Dear Colleagues,

As shared in this article, Michelle Pacansky-Brock reminds us that the antidote for stress and anxiety is human connection...We are human beings. We need each other.” To that end, this email connects you with some human beings here at UMSL who want to help you. I also would like to remind you to please interact with your students even just to reassure them. We know you’re feverishly posting materials, but they need to hear from you that you’re OK, they’re OK, and their learning experience is important to you. Please read my earlier email linked here for tips on what to write to students if you don’t have time to craft your own message.

A few updates to share:

1. Need help? Email keeplearning@umsystem.edu and your request for individualized help will be routed to one of our instructional designers at UMSL (Emily, Michael, Gretchen, Dasha or Pearl), and they’ll follow up with you by Zoom to meet with you remotely. They can help you set up assignments, develop content, or organize your course to support your plans for the rest of the semester. The CTL crew is ready to help you as well by appointment: just email us, and we can set up a time to meet you in Zoom or when possible, in-person. Here’s our contact info:
   - Keeta Holmes, holmeskm@umsl.edu
   - Erin Whitteck, erin.l.whitteck@umsl.edu
   - Jen McKanry, mckanryj@umsl.edu

2. Previous emails from CTL to faculty/staff are now on UMSL’s Keep Teaching site: I realize that information is coming at you fast and furious. We opted to over-communicate to keep everyone as informed as possible as we adjust to campus and CDC announcements. I have posted PDF copies of my previous campus-wide emails to the Keep Teaching website for your easy reference. However, if you are looking for a “one-stop” website with the latest official information on COVID-19 from UMSL, including the messages from the Chancellor, visit our COVID-19 website found here. Note that you can access the Keep Teaching website directly from the COVID-19 website.

3. Need a laptop? If you do not have computing equipment at home and can’t come to campus because you are among those in a high-risk or vulnerable population group, please let me know you need a laptop.

4. Need only a webcam or doc cam? We have 20 USB web cameras and 2 USB portable document cameras we can check out to faculty who need them for recording lectures or holding Zoom class sessions. Please email me if you would like to reserve one and how long you think you might need it.

5. Receiving calls: A “softphone” is a program you can install on your home computer that will make and receive calls exactly as your UMSL desk phone would using your UMSL phone number. To setup your softphone, select the instructions set based on your computer’s operating system:

   - Installing Mitel Connect on Windows Computer
   - Installing Mitel Connect on macOS
6. **Mid-Semester Feedback Survey is happening**: The timing is both a blessing and (more than) a bit awkward, but we initiated the mid-semester feedback survey tool before the COVID-19 crisis hit our campus. Students received a reminder to complete the survey today. I know the results may be awkward to read now, but it could also perhaps give students a place to voice their concerns to you. If you opted into the service, you will be able to view the results after 3/31, and remember, only you can see the results. The results truly are confidential. In the meantime, you may find it useful to invite your students to contribute in the survey their feedback and ideas about how they’re feeling with the pivot to remote teaching.

7. **Testing in Canvas**: If you are asking students to complete exams in Canvas, here are a few resources you may find helpful:
   - [Once I publish a timed quiz, how can I give my students extra time?](#) web guide.
   - [Once I publish a quiz, how can I give my students extra attempts?](#) web guide.
   - And for everything you ever wanted to know about Canvas quizzes, [click here](#).

8. **Zoom News**: I’m getting some questions from faculty about Zoom and wanted to share some guidance. Although Canvas has a Zoom link you can add to your Canvas navigation menu, the CTL recommends you rely on your Zoom software on your computer to create a link, share the link with your class, and run a class meeting. We recommend you follow these steps to set up a single Zoom room for your class, paste the URL into your Canvas course announcements and Module:
   - Using your Zoom software, choose “Schedule” then set up a recurring meeting ([need help?](#) Scroll down to the computing system you have for step-by-step instructions).
   - Once you set up the Zoom meeting room, copy just the URL that is generated (e.g., [https://umsystem.zoom.us/j/518295960](https://umsystem.zoom.us/j/518295960)).
   - Then, you can add that to an announcement to students or [add it into a Canvas module as an External URL](#).

Did you know? There are **TWO Zoom Pro Options at UMSL. Which one are you?**
If you already had an UMSL Zoom Pro account ([https://umslcanvas.zoom.us](https://umslcanvas.zoom.us)) before the crisis, keep it because it is integrated with Kaltura. For example, when you record a Zoom session from an UMSL Zoom account, your recording goes automatically into your Kaltura "MyMedia" library for easy addition to a Canvas module.

If you have a UM-System Zoom Pro account ([https://umsystem.zoom.us](https://umsystem.zoom.us)) or if you migrated yours from UMSL to UM-System, these tips are for you. If you record a Zoom session, you have the option to record to your own computer hard drive or to save it to the Zoom cloud. Recordings will not automatically go into Kaltura MyMedia, but you can manually add it by following these instructions. If you choose to record to the Cloud, Zoom is saying that it could take up to 24 hours to process and be available to you under Zoom Recordings.

- To add the Zoom recording manually into MyMedia, follow these instructions. (If you need help finding your recording, these instructions show you where to find the video. The video file will be named something like Zoom_0.mp4 inside the Zoom folder on your computer.)
- Then, once the recording is in your MyMedia Kaltura library, follow these instructions to add it to any text entry area in your Canvas course (such as a Page, Discussion Board, etc).

9. Gradescope: Due to widespread campus closures, many instructors have reached out asking for guidance on how to deliver their assessments remotely. This task is challenging under normal circumstances; rushing to do this is harder still. Gradescope is integrated into Canvas and has assessment options to meet your immediate needs, including:
   - Fully online assignments, no paper required
   - Existing paper-based assignments
   - Combining online and paper-based approaches
   - Programming assignments

Gradescope is integrated into UMSL’s Canvas and is a feedback and assessment tool that dramatically reduces the pain and time associated with grading exams, homework, and other assignments. It enables instructors and graders to give better and more timely feedback, resulting in improved learning outcomes. Dynamic rubrics help streamline the tedious parts of grading while increasing grading consistency. AI-assisted Grading allows instructors to automatically group similar answers and grade all the answers in each group at once. Gradescope also helps with grading programming assignments at scale and can automatically grade printed bubble sheets. You can learn more and create an account at [www.gradescope.com](http://www.gradescope.com). The Gradescope team is happy to help, so please let them know if you have any questions at help@gradescope.com. At UMSL you can contact Erin Whitteck at elwbcf@umsl.edu.

Please use the information in this email that is relevant to your needs. Lastly, I would like to share with you some materials I downloaded today from the Chronicle of Higher Education, *Moving Online Now: How to Keep Teaching During Coronavirus*. 