

UFCD Keep Teaching

Please refer to the official UFIT E-Learning Support Site: <https://elearning.ufl.edu/keep-teaching/>

The “Keep Teaching” site will have regular updates and online training sessions to help faculty transition lecture-style courses online.

<p>E-Learning Support Monday - Friday 8:00am – Midnight Saturday - Sunday 8:00am- 8:00pm</p> <p>(352) 392-4357 option 3</p> <p>The UF E-learning Support Help Desk is available to assist faculty, staff, and students as we transition to having more class sessions online. The academic technology specialists can help answer Canvas questions, Zoom questions, UF Apps questions, and questions about transitioning lectures online. They have administrative access to your Canvas course and various UF authenticated accounts to help guide you.</p>	<p>UFCD Office of Academic Affairs Support Monday - Friday 7:30am – 5:00 pm</p> <p>(352) 273-5950</p> <p>The UFCD Office of Academic Affairs can help with:</p> <ul style="list-style-type: none"> • Making videos from previous semesters available (Ben Mertz) • Setting up Zoom meetings (Ben Mertz) • Helping you download MyMediasite Desktop to pre-record videos from your computer (Ben Mertz) • Creating a Canvas course shell for DMD courses (Margeaux Johnson) • Enrolling DMD students in a Canvas course (Gail Childs, Margeaux Johnson, Christina Ryan) • Creating quizzes, exams, or assignments for DMD courses in Canvas (Gail Childs, Margeaux Johnson, Christina Ryan)
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Recommended steps for transitioning course components online](#) from the [UF E-Learning Keep Teaching Website](#).

Step 1 Communicate

To successfully transition, you will first need to clearly communicate with students enrolled in your course that changes are coming.

Uses	Description	Tool Options (select one that is familiar to you)
Establish Communication	Let students know how to reach you and what to expect.	<ul style="list-style-type: none"> • Announcement in Canvas • Announcement in ECO • Email to class using DN listserv
Share Information	Create a place for students to ask questions and receive answers.	<ul style="list-style-type: none"> • Discussion board in Canvas • Share a Google Doc in Google Drive • Share a Word Doc in Share Point • Post in ECO
Create Virtual Office Hours	Hold office hours online so students can ask questions and get clarification.	<ul style="list-style-type: none"> • Discussion board in Canvas • Use Zoom to hold office hours • Use Google Hangouts to hold office hours
Provide Access to Support	Let students know that they can receive help from UFIT	<ul style="list-style-type: none"> • (352) 392-4357 • Learning-support@ufl.edu

Step 2 Create a Plan

Flexibility is key when moving your course online quickly. Focus on your course goals and try to minimize the use of new tools. Keep the transition simple.

- **Update your syllabus** – Make sure any important changes are clearly described in your syllabus. For UF College of Dentistry all syllabi are located in ECO.
- **Continue communicating with students** – Keep your students up to date on your course plan by clearly describing expectations for that week via a weekly announcement in Canvas or ECO or in email. Both Canvas and ECO allow you to pre-schedule announcements for a specific date and time.
- **Adapt your content** – Think about your options for delivering lectures and course materials. Use tools that are familiar to you or that are easy to use. Make sure that you test out any new software before using it.

Step 3 Deliver

As you implement your plan, remember to be flexible and communicate often. If possible, use the applications that you have already been using in your course to maintain continuity.

- Share your Lectures and Course Content

Uses	Description	Tool Options (select one that is familiar to you)
Lectures (Asynchronous)	Pre-record lectures and post them as links in Canvas or Mediasite for your students to watch	<ul style="list-style-type: none">• Pre-record in Zoom• VoiceThread (ufl.voicethread.com)• Record Powerpoint and upload MP4 to MyMediasite• Record in iMovie and upload MP4 to MyMediasite• Record in MyMediasite Desktop
Lectures (Synchronous)	Hold a lecture online like a webinar. Students can call in from home and you can deliver you lecture remotely.	<ul style="list-style-type: none">• Zoom (ufl.zoom.us)• Google Hangouts Meet (https://cloud.it.ufl.edu/collaboration-tools/g-suite/)
Documents	Share files with students online	<ul style="list-style-type: none">• Post Documents in ECO• Post Documents in Canvas• Post Documents in UF Google Drive• Post Documents in UF Office 360• Post Documents in UF Dropbox

- Grading
 - Remember that all UFCD grades must be recorded in [ECO](#)