

**From:** [Jeter, Carolyn](#) on behalf of [Moore, Peter](#)  
**To:** [Moore, Peter](#)  
**Subject:** Faculty Webinars  
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*Office of the Provost*

March 16, 2020

Dear Colleagues:

Let me begin by thanking you all for your hard work, creativity, and flexibility as we transition to online instructional delivery. This is a crucial step to maintain academic continuity for our students in response to the COVID-19 emergency.

I recognize that, for many of you, this method of working will be challenging – in terms of new technologies, interaction styles, testing, etc. – and may come with a degree of apprehension. However, in terms of online preparation, I want to assure you that you are much closer to online readiness than you might think. To help with this transition, please become familiar with collaboration tools such as Outlook for email, Zoom for videoconferencing, and (for those already using it) Canvas, and determining how you can use these tools to deliver, monitor, and assess your courses should guide your preparation.

As I mentioned in my previous message, experienced academic support personnel from OIT, CTE, the libraries, and faculty mentors will be hosting a series of Online Academic Continuity webinars on Wednesday, March 18, and Thursday, March 19 from 9 a.m. to 9 p.m. Please note per the latest CDC guidelines, we are now offering the majority of these training sessions in an online format.

These webinars will cover the following topics:

- Online Teaching Essentials
- Essentials for Exams, Assignments and Final Projects
- Teaching Online with Zoom
- Canvas: Everything from basics, to discussions, to grading and learning

apps.

**The full schedule of events and associated webinar links are located at:**  
<https://www.smu.edu/OIT/AcademicTech/Keep-Teaching/Training>.

All online sessions will be recorded and posted to <http://keepteaching.smu.edu>, along with a wealth of other information to help you navigate this challenging transition.

### **Request for Individual Consultations**

The Academic Technology team and the Center for Teaching Excellence are available for individual consultation sessions facilitated by Zoom. To request a consultation, please email [help@smu.edu](mailto:help@smu.edu) and include your phone number and the specific question/topic you would like addressed. We will engage the right resource to contact you. In addition, I would like to express my gratitude to those digitally savvy faculty members who have offered to help answer questions and provide guidance to colleagues.

Several training videos and guides are also available at <http://keepteaching.smu.edu>. Please check back regularly as more information is posted that you may find helpful.

I also want to let you know that a parallel page for students is currently being developed at <http://keeplearning.smu.edu>. Students may watch online video instructions to make sure they are also ready to participate in this new format. Sheri Kunovich and Mindy Sutton Noss are working closely on a communication plan for students, and OIT has already developed a tool for students who have technology concerns. If you have particular ideas for what else should be added to this webpage and resources, please send them to [academicsuccess@smu.edu](mailto:academicsuccess@smu.edu).

### **In Conclusion**

I recognize this transition to online delivery might raise questions and require clarifications on key academic policies such as adherence to scheduled class time, assignments, attendance, grading, and others. I'm working closely with the deans and the provost's leadership team and will provide additional updates throughout the week.

Sincerely,



Peter K. Moore  
Provost and Vice President  
for Academic Affairs *ad interim*

