

Dear Faculty Colleagues,

Rice's preparation for dual delivery is guided by University Policy No 846: Distance and Online Education. Codifying the recommendations of the Faculty Senate distance education working groups, it ensures that courses are of high quality, that appropriate instructor support is made available to ensure successful outcomes, and that courses comply with federal and state regulations.

The University's fully online courses and two online degrees have benefitted from the support the policy describes, and those courses being delivered fully online this fall, the following modules must be completed:

**All Instructors Teaching Fully Online** mode **must** complete the following **six modules** from Rice Online Learning and the Information Security Office before fall semester begins:

**Student Success and Creating an Online Community:** Course instructors consider the perspective of remote students and explore strategies to form a cohesive learning community. Instructors will learn how to design and incorporate course elements that set students up for success while building an engaging remote classroom experience.

**Making Your Course Accessible:** Course instructors are provided guidance on how digital accessibility applies to their courses and common approaches for increasing access to digital content.

**Creating a Secure Learning Environment:** Course instructors will learn how to protect students' privacy, best practices for a safe online learning environment

**Designing Your Course for Online Delivery:** Course instructors will focus on various strategies for developing content, lesson planning, presenting, and designing assessments within the context of an effective online course.

**Getting the Most out of Canvas:** Course instructors explore Canvas as a learning platform rather than just a content management system. Discover how familiar Canvas tools can be utilized to make designing and delivering your content effective and intuitive for students.

**Video Production for Teaching Online:** Learn how to look and sound your best on camera. Explore video production resources for best practices in aesthetics and slide design, for choosing the right tools, and for preparing for your video sessions.

These modules are available June 15th and will continue throughout the summer.

To register for these six modules, please visit: <https://catalog.rice.edu/browse/online/courses/fall-2020-dual-delivery-training>.

Should you wish to get additional support, you will also be able to attend live discussion sessions after completing these training modules. For questions about these trainings, please contact Lisa Ross at [riceonline@rice.edu](mailto:riceonline@rice.edu)

In addition, Learning Environments will be offering one-on-one training as well as short videos and documentation to faculty on the classroom setups for dual delivery. They are also working with the Student Association to have Technology TAs that can assist faculty in classrooms. For more information

on the technology and training,

visit <https://wiki.rice.edu/confluence/display/FALLPLAN/Fall+Technology+Planning+Home>

Finally, The Center for Teaching Excellence is offering a variety of group and individual opportunities for instructors on dual delivery, including:

**Adaptable Course (Re)design Institute:** A five-day course (re)design institute facilitated by the CTE staff and Faculty Fellows that will include synchronous and asynchronous components, as well as a self-paced fully asynchronous option.

**One-on-one Adaptive Pedagogy Consultations** for instructors on course design, teaching strategies, exam and assignment design, and student mentoring in the dual-learning context.

**Adaptive Teaching Workshops:** CTE staff and Faculty Fellows will host ½ day remote workshops on the unique pedagogical needs of schools and disciplines in the dual-learning context.

For more information on these opportunities, please visit their website at: <https://cte.rice.edu/preparing-for-fall-2020>.

Sincerely,

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