

Dear Lehigh TAs GAs, RAs,

Tomorrow we begin our first week as a full campus undertaking remote learning.

There are still challenges to meet, but I think we are as ready as can be...at least to get started.

For those of you who are in a teaching role (or who anticipate interacting with undergraduate students in some capacity), I am sharing with you some thoughts here at the end of the weekend, and offering a look into the coming week.

- Please review our [Academic Continuity Guide](#) periodically for updates and refreshers.
- If you missed last week's CITL workshops, they are [all recorded and available online here](#). Next week's workshops will be posted there when details are ready.
- If you have last-minute questions tonight, the [LTS Help Desk](#) will have extended hours tonight (Sunday) from 5pm-8pm. They will also be [open M-Th 8am-10pm, with shorter hours Fridays and weekends](#). Even after hours, you can always [submit a help request](#) ticket and LTS folks will respond as quickly as they are able.
- Please be patient and flexible with your students this week. Many have just undergone a stressful move or may even still be in transit.
- Various campus offices (Student Affairs; the Office of International Affairs; the Office of Diversity, Equity, and Inclusion; Office of Financial Aid; and LTS) are collaboratively working very closely with students to identify and meet financial and technical needs for students with financial need. Remember to point your students to [main COVID-19 FAQ page](#) and Lehigh's [Student Remote Learning](#) page.
- Recognize that not all students will be fully ready technologically, psychologically, or physically in the coming week. One of our challenges as caring teachers will be to help them transition to online learning, as they figure out how to study, think, and communicate in an online environment, while living in a physical location that for some may not be ideally set up for academic work.
- Always be ready to default to a lower-tech solution if need be. That means Course Site Announcements; posted digital Course Content; typed-out Lecture Notes; Asynchronous Interactions and Assessments (e.g. discussion forums; assignments with instructor feedback; CourseSite quizzes). For many classes, these tools alone can constitute a really powerful form of online teaching.
- This document presents suggestions some additional suggestions I put together for [Discussion-based Online Classes - Sample Weekly Workflow for Instructors and Students](#).
- This document presents suggestions some additional suggestions I put together for [Lecture-style Online Classes - Sample Weekly Workflow for Instructors and Students](#).
- If part of your teaching approach is synchronous (that is, you and you and your students are online at the same time), be sure to keep to your designated meeting time to avoid creating conflicts for students, unless you have unanimous agreement to move. However, please bear in mind that, because you may have students living in a wide range of time zones, students may be logging into your course in the middle of the night. You may wish to find out which timezone your students are in and, if you see that some are facing this challenge, please make it clear whether or not they are required to be present during your live sessions--or if they are permitted to watch recorded videos later. Also, if you plan to hold synchronous office hours, please do what you can to do so at times that accommodate the timezones where your students are.

Still to come:

- Please continue to prepare for the possibility that, on relatively short notice, you may have to teach without being able to come to campus. For some that may be easily done; but if you need to access specialized software or other resources, [prepare now](#) to make sure you can do so from home.
- Here are [some tips and additional support for creating lecture videos that capture handwriting, diagrams, sketches, etc.](#)
- Many of our instructors have figured out some impressive and creative approaches to labs, studios, and performance-based classes. Others are figuring out great ways to deliver effective lectures, facilitate rich discussions, and implement discipline-specific online pedagogical approaches. Please keep sharing your good ideas with others in your departments. And look for an email from me on Monday or Tuesday with additional other opportunities to share what's working for you, learn from your colleagues, and collectively tackle ongoing challenges.

Above all, I hope you will keep taking good care of yourselves, your families, your colleagues, your students, the staff who are working hard to help make this all happen, your neighbors, and our broader community.

Here we go,

Greg

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