

k - s t a t e

INSTRUCTIONAL ASSISTANCE FOR ALTERNATIVE WAYS TO CONDUCT CLASS

The following are suggestions for alternatives to lectures, homework and exams, class discussions, office hours, and grading to prepare faculty for the possibility of disruptions in courses due to the H1N1 Flu virus or other emergencies. Links to HELP and PDF documents are provided for additional assistance.

POINTS TO CONSIDER

- **Instructional matters and assessment-related matters need to be addressed.** For example, instructors should plan 1) how to provide information and resources to students, 2) how to communicate or conference with students, 3) how to collect student's work, 4) how to administer exams, and 5) how to modify grading in light of changed course requirements (sequence of course topics, assignment deadlines, number of assignments, etc.).
- **Become familiar with alternative technology available at K-State.** Instructors should take time early on to learn the K-State Online and iSIS systems - before their use is urgent. Also, determine if guidance to students regarding the use of alternative technologies is needed. See [K-State Online resources](#) for video tutorials and step-by-step quick ref guides. Also see the [Technology Training calendar](#) for more information about ongoing training sessions.
- **Consider the following announcement in your classes:** "In the event of the disruption of normal classroom activities due to an incidence of H1N1 flu, the format for this course may be modified to enable completion of the course. In that event, I will provide an addendum to the syllabus that will supersede the original syllabus".

ALTERNATIVE WAYS TO SHARE INFORMATION

- **Upload and publish content in K-State Online.** Use the Course Content tool to make course files, such as an updated syllabus available to students.
- **Place announcements on course homepage.** Keep students informed of important messages such as changes to upcoming deadlines, assignment directions, or class cancellations.
- **E-mail students.** Instructors can e-mail students via K-State central e-mail or from the K-State Online Roster or Gradebook.

HOW TO

[Manage course content](#)
[Create announcements](#)
[E-mail all students](#)

LECTURE ALTERNATIVES

- **Create electronic copies of lecture materials.** E-mail these to students, or store them online for easy retrieval.
- **Hold lectures online via Wimba Classroom.** Instructors can use this K-State Online tool to provide real-time lectures and share PowerPoint slideshows, webpages, and views of desktop applications. Sessions can also be archived for students to view at a later time.
- **Hold lectures using K-State Online chat.** The chat function allows for real-time, synchronous discussion and is one way of determining students' understanding of course materials using a question and answer format.
- **Record lectures in K-State Online.** Instructors can use a headset and computer to record audio directly in K-State Online.
- **Record lectures using Audacity.** Audacity, an audio recording program, can be downloaded for free from [audacity.com](#). Audio recordings should be saved in an mp3 file format.
- **Create video recording of lecture.** Though video recordings usually take more time and effort, and require either a webcam or digital video camera, programs like Camtasia (PCs) or ScreenFlow and iMovie (Macs) can greatly reduce the effort necessary to produce a video lecture.
- **Assign additional readings.** Additional readings can be assigned using e-mail and/or K-State Online announcements. If students do not have sufficient access to materials from their course materials, or the web, instructors can take advantage of e-Reserves at K-State Libraries by calling 532-3014. Using e-Reserves is subject to certain limitations and time allowances.

HOW TO

[E-mail all students](#)
[Use Wimba Classroom](#)
[E-mail all students](#)
[Create and use chat rooms](#)
[Create voice recordings](#)
[Upload/share files](#)
[Create announcements](#)

MORE ABOUT

[Audacity](#)
[Camtasia](#)
[Screenflow](#)
[iMovie](#)

HOMWORK SUBMISSION AND EXAM ALTERNATIVES

- **Submit assignments using the K-State Online File Dropbox.** Students can submit their work for instructor review. Although students can't view each other's work using this method, instructors can pull submitted assignments from the File Dropbox area and publish them in the course for all students to view if desired.
- **Submit assignments via e-mail.** To help manage assignments and incoming e-mail, have students use specific e-mail subject lines and filenames. For example, in the subject line, put the course or assignment name/number. In the filename, put the student's name, assignment name and/or date. To avoid violating FERPA, instructors should not send grades to students via e-mail.
- **Create an online assessment in K-State Online.** With the exception of essay questions, online assignments are automatically graded in K-State Online. If a student misses an assignment, exceptions can be made for them.
- **Give take-home exams.** Instructors can distribute a take-home exam via their K-State Online course.
- **Submit assignments via the U.S. mail.** Students can mail their assignment via the U.S. mail to their instructor's office if they need to submit large files, CDs, Videos, etc. Instructors should consider e-mailing students their postal address or including it on their course syllabus. Using this method will be a lengthier process, so it's important that instructors allow for extra turn around time.

HOW TO

[Create a File Dropbox](#)
[E-mail all students](#)
[Create online assignments](#)
[Grant an exception](#)

CLASS-DISCUSSION ALTERNATIVES

- **Share class notes using the K-State Online Message Board.** Share your class notes, and/or allow students to share notes with others who may be unable to attend class.
- **Hold e-mail discussions.** Have discussions via e-mail with students who have been absent. If the discussion is with a large number of students, consider creating an e-mail LISTSERV mailing list. Students could be put in pairs for discussions and then e-mail discussion summarizations to instructor. Instructors should define discussion topics and have clear, but extended deadlines for responses.
- **Hold asynchronous discussions via the Message Board.** Instructors can post questions and have students post responses and analyses. Word counts and other requirements should be specified.
- **Hold synchronous discussions via the Wimba Classroom.** Live, real-time discussions that integrate slideshows, webcam images, text chat, and audio chat can be helpful for small group collaboration and planning.

HOW TO

[Use the Message Board](#)
[Create a LISTSERV](#)
[Use Wimba Classroom](#)

ALTERNATIVE OFFICE HOURS

- **Answer non-urgent questions via e-mail.** To help manage incoming e-mail, have students use specific e-mail subject lines, such as their name or the course name/number. To avoid violating FERPA, instructors should not send grades to students via e-mail.
- **Answer questions asynchronously on a K-State Online Message Board.** Instructors can create threads or boards where students can post questions.
- **Hold student consultations over the phone.** Be flexible and allow time outside of normal office hours for one-on-one, in-depth consultations.
- **Hold consultations via a K-State Online Chat Room.** The chat rooms include both text chat and a whiteboard. Chats can be archived by the instructor.

HOW TO

[Use the Message Board](#)
[Create and use chat rooms](#)

GRADE ASSESSMENT ALTERNATIVES

- **Adjust grade sheets or rubrics.** This may be necessary to capture the same learning that face-to-face students have missed but would otherwise experience.
- **Extend assignment deadlines.** Assignment due dates may need to be rescheduled for live performances, speeches, group work, research, laboratory work, fieldwork, and field trips.
- **Create alternative assignments.** These could include attending web-based, virtual field-trips, accessing various multimedia, or visiting particular sites.
- **Record presentations with Wimba Classroom.** Instructors can have students use the Wimba Classroom in K-State Online to record their presentations (audio and/or video).

HOW TO

[Use the Wimba Classroom](#)