FAU Faculty Online Readiness Checklist and Resources

Technology Readiness

- Laptop/desktop
- Reliable internet access
- Internet Browsers
  - Google Chrome
  - Firefox
- Headphones/microphones
- Webcam
- Mobile connectivity such as the Canvas Teacher App

Need assistance?

- 24/7 Canvas Support
  ○ +1-833-334-2841
- OIT's Help Desk 561-297-3999
  ○ Submit a Ticket: https://helpdesk.fau.edu
- Center for Online and Continuing Education
  ○ Request COCE Help Form
- Online Student Support Services
  ○ Students can email eSuccess@fau.edu
  ○ Crisis Line: 561-297-3540

Skills for Canvas and FAU Systems

- I know my FAU Net ID (beginning of your FAU email) and password.
- I can access Canvas and my course sites at https://canvas.fau.edu/.
- I am aware of available training resources such as a 4-hour self-paced fully-online Teaching Online Orientation and workshops through tech events.
- I can communicate with my students via Canvas inbox, announcements, and discussions.
- I know how to use WebEx to host and record synchronous (live) sessions in Canvas.
- I know how to use WebEx to provide virtual office hours with students.
- I can record lecture and content with Mediasite and add it to my course.
- I know how to submit a ticket to the OIT helpdesk at https://helpdesk.fau.edu/

Course Preparation Checklist

- I have uploaded my syllabus to Canvas.
- I have posted an announcement to my students.
- I have posted a communication plan to my students about how get in contact and expect feedback on assignments.
- I can create Canvas modules and pages to organize my content.
- I am aware of free and open education resources.
- I can create a graded assignment within Canvas for students to submit work.
- I have a digital copy of all my notes, assignments, and presentations.
- I know how to post and share files and presentations.
- I know how to use the Canvas grade book to provide feedback on assignments.
I know about FAU's policy on accessibility.
I am aware of all the SAS student accommodations for my course.
I know where to go for additional instructional and technical assistance.
  - Center for Online and Continuing Education - Request COCE Help Form
  - Office of Information Technology - Helpline 561-297-3999 or Submit a Ticket
I am aware of student resources such as counseling, IT support and can direct students accordingly.
I know where to get the latest FAU updates regarding this evolving situation.

Guides and Resources for Checklist Items

- If I forgot My FAU Net ID, I go to https://accounts.fau.edu, select Forgot Your FAUNet ID
- WebEx Guide: WebEx Virtual Meeting and Office Hours
- FAU OIT's Mediasite Tutorials: Download, Create, Edit and Publish
- FAU OIT's Video Tutorial “How to upload your Syllabus to Canvas”
- Canvas Guide: How do I create a discussion in Canvas?
- Canvas Guide: How do I use the Inbox as an instructor?
- Canvas Guide: How do I add an announcement in a course?
- Canvas Guide: How do I add a module?
- Canvas Guide: How do I create an assignment?
- Canvas Guide: How do I insert course files as an instructor?
- Canvas Guide: How do I use the Gradebook?
- Canvas Guide: How do I use Speedgrader?
- Open Education Resources:
  - PhET https://phet.colorado.edu/
  - OER Commons: https://www.oercommons.org/
  - MERLOT: https://www.merlot.org/merlot/
  - LibGuide on Research: https://libguides.fau.edu/General_Research
- FAU Student Accessibility Services http://www.fau.edu/sas/
- SAS Instructor Portal: https://clockwork.fau.edu/ClockWork/user/instructor/default.aspx
- Additional instructional and technical assistance
  - Center for Online and Continuing Education - Request COCE Help Form
  - Office of Information Technology - Helpline 561-297-3999 or Submit a Ticket
- I know where to get the latest FAU updates on the coronavirus
  https://www.fau.edu/coronavirus/