

## Teaching Resources During COVID-19

All courses must be taught remotely from March 16 to April 21. There are many different options for doing this including Canvas, BlueJean and in real time or asynchronous formats. If you lack the hardware, software or Wi-Fi access needed for teaching online, you can come to the School of Social Work building and use your office or teach your course online from your regular classroom. We highly recommend that you prepare your remote teaching materials in advance for the rest of the semester.

### Contingencies for Student or Faculty Illness

Please remember that it is our school policy to offer make up content and assignments to students who are ill and cannot make it to class. This may be necessary even when teaching remotely. If you become too ill to teach, please email Associate Dean Lorraine Gutierrez, [lorraing@umich.edu](mailto:lorraing@umich.edu) or MSW Director Barbara Hiltz [bhiltz@umich.edu](mailto:bhiltz@umich.edu) and we can see if there is someone available to cover your class for while you are ill.

### In-Person Training and Consultation

Canvas & Coffee sessions are scheduled for **March 17 and 18 from 8-9 AM in SSWB 3661**. These will cover BlueJeans, Kaltura Capture, and answer any additional questions. You can [attend the session remotely via BlueJeans](#). You can also contact our instructional team at [ssw.instruction@umich.edu](mailto:ssw.instruction@umich.edu) to schedule one-on-one support.

### BlueJeans

BlueJeans is now enabled in Canvas for all SSW courses and should be used for scheduling course meetings — it is quick, easy and will eliminate confusion about which meeting to join. The new [BlueJeans Guide for Instructors](#) has step-by-step instructions.

If you need assistance, please contact [ssw.instruction@umich.edu](mailto:ssw.instruction@umich.edu).

For immediate BlueJeans assistance outside of the SSW building, please contact the ITS Service Center (4-HELP) at 734-764-4357 or contact BlueJeans support directly at 866-613-4030.

### Recording Lectures

**Kaltura Capture** - If you are recording lectures outside of an SSW classroom, we recommend using Kaltura Capture, an easy-to-use software application for Windows and Mac available through My Media in Canvas. The [Kaltura Capture quick-start guide](#) provides an overview on recording a lecture using your computer's camera, audio and screen.

**Kaltura Classroom** - Every SSW classroom is already equipped with [Kaltura Classroom](#); use this application if you'd rather record lectures from an SSW classroom.

Please contact [ssw.instruction@umich.edu](mailto:ssw.instruction@umich.edu) for further assistance with recording, editing or posting videos to your Canvas course.

### **Other Online Resources**

The updated [Online Teaching Considerations in Emergency Situations](#) section of our Instructional Faculty Resources website has links to all of these resources, along with many other suggestions and considerations. We encourage everyone to review these materials.

The new [Academic Innovation](#) website provides ideas and support for alternative teaching strategies. I encourage you to use this resource as you plan alternative instructional strategies for your courses.

The most up-to-date university policy on COVID-19 can be found on [U-M's Comprehensive COVID-19 website](#).