



## Center for Engaged Teaching and Learning



Dear Instructors,

The board of CETL would like to express our gratitude for the way MHU embraced the unimaginable challenge of such a quick move to remote teaching. Your spirit, creativity, and energy have been inspirational. We remind you that remote teaching does not have to be perfect and we should allow ourselves and our students “grace”. As we move to remote instruction becoming the norm, the CETL would like to offer weekly newsletters to share strategies and tools that will enable us to move from emergency to sustained support for remote instruction. We must take care of ourselves in order to continue down this path for the rest of the semester. We hope you will utilize these newsletters to spark creativity and further engage in you and your students in a community of learning that will maintain engagement and motivation as we travel this path together. The goal is to continue to improve what we do every day to become a little better than we were the day before.

We will not hold our Friday Check-in Zoom meeting today due to the fact it is Good Friday. We wish you a wonderful weekend and happy Easter.



### A NOTE FROM THE DEANS:

Email volume can seem overwhelming right now. Instructors have expressed frustration that students are not responding to emails; likewise, students have expressed that faculty are not responding to their emails in a timely fashion. How do we balance the demands of email communications with other important work and reduce frustration on all sides?

First, let’s set a goal of responding to student emails within 24 hours. Don’t feel pressured to respond immediately, but do plan to respond in a reasonable time frame, and 24 hours is quite reasonable. Communicate with students so that they know in what time frame to expect a response. Responsiveness shows that we care, and caring = retention. Second, reduce the number of messages by consolidating information into fewer, concise messages.

## Suggested Resources:

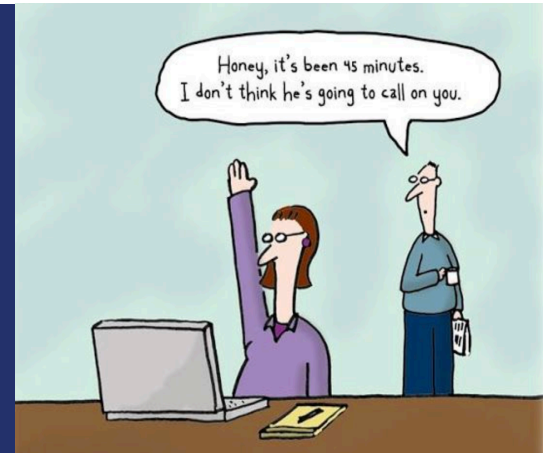
Article - Authentic Teaching: <https://bit.ly/2wqLcVk>

Article- How to Recover the Joy of Teaching After an Online Pivot: <https://bit.ly/3c8AkL3>

Webinar Series - Effective Online Instruction: <https://acue.org/webinars/>  
(The first two have been recorded and may be found on the link above)

Video - Trauma-Informed Pedagogy: <https://bit.ly/2y2m8EE>

Resource for your students: Student Guide for Learning Remotely: <https://bit.ly/2UYXePu>



Originally published at <http://blog.post.edu>

## Marty's Moodle Moments: by Marty Gilbert

The Center for Engaged Teaching and Learning (CETL) sent out an example student survey last week as a way to check-in with your students and see how the transition to remote instructions has gone. I've converted it to an anonymous Feedback Activity, and placed it in the new Sharable Resources area. If you'd like, you can import it into your course, modify it as you see fit, and make it available to your students. Instructions on how to import a resource from Shareable Resources can be found here:

<https://moodle.mhu.edu/mod/page/view.php?id=116566>

### Zoom Updates:

By now many of us have heard about Zoom Meetings being “bombed” or “trolled”. These seem to be far and few between, however, if you would like to adjust your settings to ensure protection below is a link to a good step-by-step reference.

<https://bit.ly/2Xrm4ZU>

Note: In the most recent update zoom added a security button at the bottom of your page. This button allows you to edit several security items.

## Practical Tip: Outreach to Students

TROUBLE GETTING STUDENTS TO RESPOND... (CHRIS CAIN)

Before our move online I was used to sending notes / emails that had phrases like - “Deadline Approaching” or “Complete Required Activities By” and catching students in class for the personal connections. After we moved online, I found my students were not getting back with in touch with me. I started to think about my grandfather and his old saying “you catch more bees with honey” so I changed my message. My new script goes something like: “Hi [Name], Are you okay? I'm checking in with you to see what you need to succeed in our online class. I know how many challenges all students face these days, so please let me know how you are doing. If you would like to schedule a time to talk briefly to plan how I can help you catch up on or complete online activities, please let me know when you are available to talk by phone or Zoom.”

I saw an immediate increase in my students’ responses, they were much more open to telling me what was working and what they needed help with on-line.

If you have a Practical Tip you would like to share with other instructors in next week’s newsletter, please submit this to me at [ccain@mhu.edu](mailto:ccain@mhu.edu)