

Dear Colleagues,

As a campus, we have been taking a number of actions related to the growing spread of Coronavirus (COVID-19) in the United States. For most up-to-date information, of course, please continue to go to the Chico State COVID-19 update and advisory page <https://www.csuchico.edu/coronavirus> and <https://www.csuchico.edu/coronavirus/faq.shtml>.

I am following up on the message sent from Provost Larson, Academic Senate Chair Ferrari, and Vice Provost Grassian, sent last Friday. As mentioned in that message, we are a small working group (Academic Senate Chair, Chiara Ferrari, Interim Academic Technology Officer, Kathy Fernandes, and Vice Provost for Academic Programs, Daniel Grassian) who is developing instructional contingency plans for various impact scenarios related to the growing spread of the Coronavirus (COVID-19).

Should there be an interruption in the delivery of in-person classes, our instructional technologists in the Technology and Learning Program (TLP) are available to help you prepare for alternative ways to engage with your class or classes.

More specifically in preparation, we are recommending that faculty upload all grades, syllabi and assignments to Blackboard (Bb) Learn for easy access to course materials for students, as well as to communicate expectations with your students. Also, if there are videos that can be recorded in advance, those can be uploaded as well to Bb Learn.

To help with the above, TLP has created an [Instructional Continuity](https://www.csuchico.edu/tlp/kepteaching.shtml) page, <https://www.csuchico.edu/tlp/kepteaching.shtml> that will continue to be developed and revised as needed. It contains quick tutorials, videos and step-by-step instructions, on how to use Bb Learn, Kaltura and Zoom so that faculty can keep teaching.

Here's a quick overview of these technological platforms.

1. Bb Learn can be used to upload syllabus and grades as well as any other content. Also to communicate with your students.
2. Zoom can be used as a live online classroom where students can meet you from their phones. You can share your screen with students (Powerpoint or other documents or web sites) and host group breakout rooms. Zoom can also be used for office hours.
3. Kaltura can be used to create small mini-lectures or other instructional videos and posted to Bb Learn.

“Getting Started” Online Sessions

TLP will be offering several “Getting Started...” online sessions this week. They will be offered using Zoom at this location: <https://csuchico.zoom.us/j/5308983159>

Today, March 10 Online Sessions

[Getting Started with Blackboard Learn](#)

5 p.m.–5:45 p.m.

[Getting Started with Zoom for Faculty](#)

6 p.m.–6:30 p.m.

March 12 Online Session

[Getting Started with Zoom for Faculty](#)

11:30 a.m.–noon

March 13 Online Session

[Getting Started with Zoom for Faculty](#)

9 a.m.–9:30 a.m.

[Getting Started with Blackboard Learn](#)

12:30 p.m.–1:30 p.m.

We will continue adding online sessions as needed for the next few weeks. More information will become available at <https://www.csuchico.edu/tlp/keepeteaching.shtml>.

Should you have any questions, please contact TLP at x6167, tlp@csuchico.edu, or MLIB 457. For assistance with Bb Learn after hours, call (530) 898-HELP (4357).