The Office of Online Education (www.lehman.edu/online) serves to assist in the creation, promotion, and support of innovative, effective and accessible education. We advise on the use of instructional technology, guided by best practices in online, hybrid and face-to-face teaching. We consult with faculty on learner-centered course design, and on the development and delivery of online courses and programs.

FACULTY RESOURCES

Upcoming Workshops and Training:

JUST IN TIME ONLINE TRAINING
A comprehensive training that creates a learning path for faculty preparing to teach online has been developed that includes the following elements: a 75-minute live/synchronous workshop "Essentials to Teaching Online: Planning Your Course", a course planning document and teaching guides and educational tools, FAQ for Teaching Online in a Hurry, recorded Teaching and Learning webinars, a Blackboard Basics Training course and more. A fundamental component of this training is the Essentials to Teaching Online: Planning Your Course workshop. Note about the compensation (only for part-time faculty): upon successful completion of this training, verified by workshop attendance, during the workshop dates, ONLY during July-August 2020 (July 8, July 16, July 23, July 30, August 6, August 13, August 19, August 27, 2020), only part-time faculty with active appointment during Fall 2020 (those only with the Fall 2020 appointment need to register for the August 27 training, those with active appointment for the Summer 2020 and Fall 2020 can register for any date) are eligible for payment based on 2 hours at their NTA rate. Faculty who completed the two-week preparation for teaching online workshop are not eligible for payment but can attend the training. Visit this dedicated webpage at: https://www.lehman.edu/online/faculty-resources/JustinTimeOnlineTraining.php

PREPARATION FOR TEACHING ONLINE: A FOUNDATIONAL WORKSHOP FOR CUNY FACULTY
Faculty are invited to participate in a two-week, asynchronous, instructor-facilitated workshop, offered several times a year. The workshop models effective design and facilitation skills, and addresses pedagogical approaches to teaching online and hybrid, as well as organization and management of an online class, providing first-hand experience in online learning. Faculty need their chair's approval before registering, need to be scheduled to teach a total of two online or hybrid courses within two semesters following the workshop and **must have an active appointment during the time of the workshop**. Faculty who successfully complete the workshop are eligible for payment based on 10 hours at their NTA rate. **Upcoming Sessions**: Academic Year 2020-2021 August 3-16, November 2–15, January 4–17, April 19–May 2, and June 7– 20.
Registration & Information: https://www.lehman.edu/online/prepare-teaching-online.php
Note that this program is for faculty who regularly or intend to regularly teach online/hybrid courses.

TUTORIALS, TEMPLATES, TOOLS:

Blackboard (Bb) Basics Training Course
This asynchronous, self-paced course enables faculty to build a foundation for using Blackboard to support teaching and learning. On average, it takes about 2-4 hours to complete. Most modules have video tutorials, help guides and links to web resources. You will receive a certificate upon successful completion. This course is best for new to Blackboard and those who want to refresh their knowledge of Blackboard. Follow these instructions to enroll in the course visit the course webpage https://tinyurl.com/bb-selfenroll

Online Course Template
Every semester all courses are automatically given a generic Blackboard course template. We invite you to adopt the *Online Course Template* for your course. The online course template was designed by experienced online faculty to meet the needs of Lehman students. The modular course design provides an attractive and

organized learning roadmap that makes it easier for students to navigate the course. By using the *Online Course Template*, faculty can build out their courses more easily and efficiently, and ensure that their students experience a consistent learning environment. For more information visit the template webpage https://www.lehman.edu/online/faculty-resources/online-course-template.php

Online Course Readiness Review
This interactive form enables faculty to review their online course to ensure that all essential course design elements are in place to support student learning. The Office of Online Education can provide feedback, guidance, and further assist faculty with the online course design. Faculty can complete the *Online Course Readiness Review* for each online course they teach. For more information visit the online course readiness review webpage https://tinyurl.com/lehmancoursereview

CONSULTATIONS AND FACULTY MENTORS

Faculty Mentors
To leverage our faculty expertise and to engage faculty, faculty members were selected and appointed to serve as faculty mentors from June 1 to August 31, 2020. Faculty mentors serve as a resource and support for faculty across the academic schools in leveraging technology to support student learning and quality instruction. The Office of Online Education supports the faculty mentors to ensure that they have all the necessary resources to be successful in their new roles. For more information visit the mentors page https://www.lehman.edu/online/faculty-resources/faculty_mentor.php

Make an appointment with the Office of Online Education to discuss your needs for support. You might be looking for ways to refresh and renew your course, learn about the latest technologies, or make your course more engaging. Or perhaps you want to learn how to enhance your course with Open Educational Resources (OER), or to possibly replace a textbook. Or even how to use technology to catch up on missed classes due to bad weather. Please note that we can meet with you online. For more information visit the consultations webpage https://www.lehman.edu/online/faculty-resources/Consultations.php

ADDITIONAL FACULTY RESOURCES

FAQs for Faculty Going Online in a Hurry
FAQs continue to be updated by the Office of Online Education to provide answers to questions pertaining to teaching remotely. For more information visit the FAQs webpage page https://www.lehman.edu/online/faculty-resources/facultygoingonlineinahurry.php

Teaching and Learning Webinar Series
Throughout the year, we offer monthly, hour-long, lunchtime webinars for faculty on essential topics in online, hybrid, and innovative teaching. These fully-online webinars are facilitated by the department of Online Education staff and each features a presentation by a faculty cohost with expertise in the topic. Webinar topics range from Online Office Hours and Online Meetings, Communication Strategies for Student Engagement, Online Tests and Quizzes, Creating More Engaging Assignments with VoiceThread, Designing and Implementing Successful Group Work. A text summary, a video recording and presentation slides are available on the webinar webpage https://www.lehman.edu/online/teaching-learning-webinar-series/index.php.

Getting Started with Online Teaching Webinar Recording
Routledge is offering free access to webinar recording on Getting Started with Online Teaching with Susan Ko, Faculty Development Consultant in the Office of Online Education and Clinical Professor in History at Lehman College. Dr. Susan Ko is the author of the best-selling book "Teaching Online: A Practical Guide" (2017), 4th edition. Note that the webinar recording is free, but you will be asked by the publisher to register before accessing. For more information visit the webinar webpage https://tinyurl.com/routledge-webinar-ko

STUDENT RESOURCES: GET STUDENTS READY FOR REMOTE/ONLINE LEARNING

Lehman Online Student Orientation: Are You Ready?
Lehman College Online Student Orientation *"Are You Ready?"* is a one-hour, asynchronous, self-paced, non-credit online course, designed to help students get oriented with the Blackboard environment, and assists students in developing the necessary technology proficiency. The orientation provides an overview of the core elements of an online course and prepares students for online learning. Students receive a certificate upon successful course completion. You might have students submit this certificate as proof of completion. Share these instructions with your students on how to self-enroll in the course https://www.lehman.edu/online/faculty-resources/online-student-orientation.php

How to Succeed Online
Blackboard guide offers some helpful tips to students who might be new to online learning. For more visit the webpage https://help.blackboard.com/Learn/Student/Getting_Started/Succeed_Online#plan-for-the-unplanned_OTP-1

Student FAQs for Remote/Online Learning
Student FAQs have been developed by the Office of Online Education to answer essentials questions about accessing online learning materials, and how to make the most of the online experience. For more information visit the FAQs webpage http://www.lehman.edu/online/studentfaqs.php

Distance Learning: Tips for CUNY Students
The guide was prepared by CUNY's Macaulay Honors College and the Graduate Center to offer student resources and tips for success for remote/online learning. For more visit the guide's webpage https://tinyurl.com/CUNY-guide-students

WHO TO CONTACT FOR SUPPORT

Office of Online Education

For faculty inquiries about online education, please contact online.education@lehman.cuny.edu
For student inquiries about online learning, please contact lehman.online@lehman.cuny.edu

Information Technology Division

For technical questions about Blackboard and other technologies, please contact the IT support email address, faculty.help@lehman.cuny.edu.

For help with Blackboard and CUNYFirst logins, student support and other technology inquiries, contact the Help Desk, help.desk@lehman.cuny.edu, 718-960-1111

Technology can be a very powerful tool when it comes to teaching. When used appropriately it can engage students and support their learning. Whether your course is on campus or online, feel free to use these resources:

Blackboard is a learning management platform that allows you to post course materials, create an opportunity for students to engage with you and with each other, and demonstrate that they have achieved the set learning goals. Available on mobile. More information http://www.lehman.edu/itr/blackboard.php

Blackboard Collaborate Ultra is a real-time video conferencing tool that enables you to meet virtually, share applications, use a virtual whiteboard to interact, and even create breakout groups. This platform allows one to see six (6) video streams simultaneously, and up to 250 participants on audio. More information https://tinyurl.com/aboutbbcollaborate

VoiceThread is a web-based interactive tool for collaboration and discussion. Instructors can create mini-lectures by recording a video from a webcam, uploading slides or other course materials and adding a narration. Students can engage in meaningful conversations using audio and video comments. Students can also create multimedia presentations or e-portfolios. Available in Blackboard. More information https://tinyurl.com/aboutvoicethread

Turnitin is a web-based application that makes it easy for you to give feedback and voice comments to your students about their writing, it can save time on grading, it generates originality reports and can lead to reducing plagiarism and improving student writing. Available in Blackboard. More information https://tinyurl.com/lehman-turnitin

Zoom uses video conferencing and screen-sharing to provide easy to use interactive communication. You can also record sessions for later viewing. One can use Zoom for real time class sessions, for office hours, or to bring in a virtual guest speaker. Lehman has a limited number of Pro licenses (might be available upon request). A Zoom basic account is free and anyone can sign up with their Lehman email.

Office 365 provides OneDrive for Business, and **Skype for Business**, among other tools. OneDrive for Business, the cloud storage solution, will allow you to update and share files from multiple devices and work collaboratively on a document at the same time. You will also receive 1 (one) TB of free storage. More information https://tinyurl.com/lehmanoffice365