



PROVOST AND SENIOR
VICE PRESIDENT FOR
ACADEMIC AFFAIRS AND
STUDENT SUCCESS

Shuster Hall, Room 379
250 Bedford Park Blvd West
Bronx, NY 10468

Phone: 718-960-8222
Fax: 718-960-8042
www.lehman.edu

TO: Lehman College Faculty

FROM: Peter O. Nwosu, Provost and Senior Vice President for Academic Affairs and Student Success

SUBJECT: COVID-19 – Update to Faculty: Teaching Remotely

DATE: March 10, 2020

Dear Faculty,

I am writing to share additional updates following yesterday's meeting with the Department Chairs and Deans as we prepare for the possibility of teaching remotely in the event of a COVID-19 pandemic. Please note the following:

1. **Your Blackboard Course Shell** - Many of you have asked for information on how to activate a Blackboard course shell. To assist you, we have prepared a [short video](#) with instructions. Additionally, please follow these steps: Go to your Course CONTROL PANEL > Select CUSTOMIZATION > Look for PROPERTIES and finally, look for SET AVAILABILITY and simply change NO to YES and Submit! See this [PDF for step-by-step instructions](#). In order for students to access the course, the instructor needs to make it available to them by following the instructions. If the course is not available, students will not be able to access your course materials. You can also view this video on [uploading course material](#) to Blackboard.
2. **Blackboard Training** : The next workshop for faculty new to Blackboard will be held on **Thursday, March 12th from 11 am to 12 pm, in Carman B-38 in person**. Additional informational guides and instructional videos will be posted for later viewing. For more information or for support, please contact Stephen Castellano at stephen.castellano@lehman.cuny.edu.
3. **Electronic Instruction**: In addition to online resources, some faculty members may want to use low bandwidth methods to provide student instruction. Assignments, reading materials and PowerPoint presentations can be sent by email to students. Video meetings can be held using [Microsoft Office 365/Teams](#) or [Zoom](#) (sign-up for free with you Lehman email). An [MS Teams quick start guide](#) is also available for your reference. Additionally, consult the [FAQs for Faculty Going Online in a Hurry](#).
4. **Departmental Communications**: As necessary, Deans and Department Chairs may hold audio conferences with faculty to keep them informed, solicit feedback and suggestions. While we are exploring other options, faculty may want to consider [Blackboard Collaborate Ultra](#) or no-cost third party tools such as [FreeConferenceCall.com](#) (please disable audio recordings to insure privacy).
5. **Faculty Support**: An addition to the [Lehman COVID-19 website](#) will be available tomorrow and will include a centralized listing of faculty instructional guides and resources. Should the college decide to move to remote instruction, IT staff will be available to provide assistance with Blackboard and other technologies. Support technicians can be reached at faculty.help@lehman.cuny.edu.

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Peter O. Nwosu, Ph.D.

Provost and Senior Vice President for Academic Affairs and Student Success

