



## Quick Reference Guide for Remote Teaching and Learning

*As of March 26, 2020*

### Teaching Assistant and Academic Technology Specialists

The shift to online teaching may increase TA support needs for courses. To request an (additional) TA, instructors should contact their departments/programs/sequences, and Chairs should send a compiled proposal to Jim Sparrow [jts@uchicago.edu](mailto:jts@uchicago.edu), with a copy to Gretchen Holmes-Lyons [gholmes@uchicago.edu](mailto:gholmes@uchicago.edu). Please recognize that because additional TA support is limited, courses that do not otherwise have TA support will be prioritized.

The College and the Division have hired several Social Science Academic Technology Specialists who are available to consult with instructors and TAs as they design their spring courses for online delivery. AT Specialists can advise you on the use of Canvas, Zoom, and other tools to enrich online teaching/learning. To schedule an appointment with an AT Specialists, contact [ssdonlineteaching@lists.uchicago.edu](mailto:ssdonlineteaching@lists.uchicago.edu).

### *Roles and Responsibilities:*

Instructors and their TAs are responsible for the design and development of instructional materials, including managing the Canvas site for individual courses and developing effective pedagogic strategies for online instruction. **Academic Technology Specialists are not additional TAs**; their responsibilities are to help those teaching with the tools to do so. They will be working across courses and are not assigned specifically to any one course.

### Technology Options

**As a faculty member or instructor teaching in Spring Quarter, you have already been provisioned a UChicago Faculty Zoom account.** For accessibility and security, Zoom, used in combination with Canvas, is the University's preferred method for online synchronous course delivery, or instruction offered in real time. Panopto, again in combination with Canvas, is the preferred method for online asynchronous course delivery, or instruction that need not occur in real time. The latter allows students some latitude with respect to the time of accessing course content and is especially important for accommodating students in varied time zones.

- Access your UChicago Canvas account at:  
<https://acadtech-res.uchicago.edu/canvas/whichlogin/>
- Instructors can access Zoom via a browser, desktop app, mobile app, or through their Microsoft Outlook account. For instructions on installing the desktop app, visit "Access Zoom" instructions at this site: [https://uchicago.service-now.com/it?id=kb\\_article&kb=KB06001109](https://uchicago.service-now.com/it?id=kb_article&kb=KB06001109)
  - For assistance installing or Configuring Zoom or Canvas, please contact the SSCS Support Team at [sscstech@lists.uchicago.edu](mailto:sscstech@lists.uchicago.edu) or 773-702-0793, extension 0.

### *Getting Started in Zoom, Panopto, and Canvas:*

- Zoom Quick-Start Guide for Instructors (including best practices) at:

<https://cpb-us-w2.wpmucdn.com/voices.uchicago.edu/dist/0/236/files/2016/03/zoom-quick-start-guide-Faculty2.pdf>

- Panapto Quick Start Guide: [https://uchicago.service-now.com/it?id=kb\\_article&kb=KB06000895](https://uchicago.service-now.com/it?id=kb_article&kb=KB06000895)
- [Canvas offers support and DIY resources from the main menu, beginning with the “Help” tab. These include live chat, user guides and step-by-step instructions for setting up and tailoring your course page.](#)
- Central Academic Technology’s Zoom Video Tutorials: <https://its.uchicago.edu/zoom-video-tutorials>
- SSD’s List Page for Resources: <https://sscs.uchicago.edu/online-teaching-resources/>

#### *Training and Support:*

- Central Academic Technology Services offers daily general training on Zoom and Canvas for course Instructors and Teaching Assistants: <https://teachingremotely.uchicago.edu/register-for-training/>
- A schedule of SSD Zoom and Remote Teaching Training sessions is available at <https://doodle.com/poll/neayxaq7z7phqyds>
- Online Tutorials to help you get started on your own are at <https://its.uchicago.edu/zoom-video-tutorials/>
- Recordings of Canvas and Zoom training classes are also available at <https://teachingremotely.uchicago.edu/>

#### Pedagogical Considerations

As faculty know, remote teaching poses challenges to traditional methods of instruction in the Division and the College. The above platforms offer a variety of ways to meet pedagogical goals.

#### *Varied Time Zones and Internet Access:*

Utilizing a mix of synchronous and asynchronous tools is helpful for students who are currently away from Chicago and/or without reliable internet access at class time. Synchronous tools like Zoom more closely approximates a campus-based, face-to-face learning experience, but they do have limitations, including high internet bandwidth requirements and the potential challenges posed by having students in different time zones. For these reasons, consider limiting the time spent in synchronous instruction and supplement with asynchronous activities such as discussion posts through Canvas and writing assignments.

#### *Library Services:*

**Because of the statewide stay-at-home order issued by Governor Pritzker on Friday, March 20, the Library is closed.** The University of Chicago Library is actively developing plans to support the University community in light of our rapidly evolving situation.

Subject Librarians will be working remotely. They will do their best to obtain access to electronic versions of books and other resources you need for e-reserve and to assist you in finding possible substitute texts in electronic format when necessary. They will also provide reference and research consultations via email, chat, and phone. You can locate Subject Librarians <https://www.lib.uchicago.edu/about/directory/?view=staff&subject=All+Subject+Specialists> In addition,

you can connect with the Ask a Librarian service <https://www.lib.uchicago.edu/research/help/ask-librarian/> .

Please visit <https://www.lib.uchicago.edu/alerts/changes-library-services-light-coronavirus-updates/> for the latest Library announcements.