

March 14, 2020

Dear Colleagues,

Thank you for your continued efforts as we make our transition to online instruction. Response has been overwhelmingly patient and positive. We could not be more pleased and proud of the work being done. A special thanks to Dan and Andy in IT for their extraordinary efforts.

Information, including links to support the online transition are now available at the following: <https://www.rocky.edu/coronavirus>

Please be aware that students have been notified to expect a communication from their instructor by the end of the day on Tuesday the 17th regarding the mode and expectations for the online delivery of your course. We have provided the following guidelines, but please review recent communications from Dan Wolters for much more detailed instruction.

## **RECOMMENDATIONS FOR ONLINE DELIVERY**

### **MOODLE**

Our preferred method of on-line classes at RMC is Moodle. Academic Computing received a list of all of the courses that were being offered this term (minus independent study and music lessons) and created Moodle courses for them. Those of you who did not already have a online course should have received an email from Academic Computing asking you to create your Moodle account. Please take a look at the Youtube video he sent and make your account. If you did not receive that email, please reach out to Dan and he will take care of it for you. He will also be making Moodle tutorials this weekend so expect emails from him with the links.

### **GOOGLE MEETINGS**

As recently communicated, we were hoping to provide access to Zoom for live and recorded instruction. Zoom is currently inundated with service requests and is unable to respond in a timely fashion to our inquiries. The College has therefore pursued Google Meetings as the preferred vendor for live and recorded delivery.

You should have received a Youtube video from Dan yesterday on the use of Google's "meet" for holding live or recorded classes. If you do not have your own webcam, you can use the PC's in the classrooms. All of them have built-in webcams. If you need assistance please reach out to Dan or Andy. Dan will also be making additional videos on the use of "Meet" and how to add the recordings to your on-line class.

We currently have one recording station but we should have two by the close of business on Monday. These recording stations will be primarily used for Labs. They will be housed in the Dr. Charles Morledge Science Building and Bair Science Center. You will need to reserve these units with Linda or Dan. To see the availability of the recording stations please visit <http://mrbs.rocky.edu/>. Please remember these units are for recording Labs.

## OTHER

Faculty may choose to conduct their course through other means, including email communication, shared drives, other vendors or applications, or some combination of the above. What is critical is that you communicate these expectations clearly to all of your enrolled students by the end of the day on Tuesday, the 17th.

Stephen Germic, Ph.D.  
Provost and Academic Vice President