KEEP TEACHING
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QUICK START, CENTRALIZED RESOURCE FOR FACULTY

1. EVALUATE what learning activities you need to modify based on credit hour expectations

2. Use the chart to view recommended technologies by learning activity

3. Review steps for Keep Teaching with ZOOM and/or Keep Teaching with Google Classroom based on the learning activity you need to modify

4. Continuously communicate with your students regarding your plan of action
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determine priorities, limit complexity and access resources

1. EVALUATE REMAINING COURSE ACTIVITIES
2. TEACH CONTENT IN THE DIGITAL LEARNING ENVIRONMENT
3. COMMUNICATE REGULARLY WITH STUDENTS
4. ACCESS ADDITIONAL RESOURCES
### Three Credit Hour Expectations

<table>
<thead>
<tr>
<th>Week of the Semester</th>
<th>Total Out of Class Student Work Hours</th>
<th>Faculty Instruction Hours Remaining</th>
<th>Out of Class Student Hours Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
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<td>42</td>
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</tr>
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<td>2</td>
<td>12</td>
<td>39</td>
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</tr>
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<td>3</td>
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<td>36</td>
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<tr>
<td>4</td>
<td>24</td>
<td>33</td>
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<tr>
<td>5</td>
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</tr>
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<td>12</td>
<td>72</td>
<td>9</td>
<td>18</td>
</tr>
</tbody>
</table>

Tip: Update your syllabus to include details of how the course will change, including changes to assignments, due dates, grading rubric and contact information. If the syllabus changes, it must be made available to all students via email and posted in a place where students can access it.
Teach

Now that you have determined course priorities, modified your syllabus, identified technologies that will facilitate revised learning activities, and communicated with your students, it is time to deliver Learning Activities in the digital learning environment. Focus on providing timely feedback, clear organization and communication, and promoting interaction among students and between students and the course instructor when feasible.

Quick Start

Revise your syllabus as needed and make available to students. Then, review steps for Keep Teaching with ZOOM and/or Keep Teaching with Google Classroom based on the Learning Activity you need to modify so that you are able to achieve your desired outcome with the recommended technologies for each Learning Activity.

Navigate to relevant Learning Activities for additional considerations and tips.

- Post Course Materials
- Deliver Course Lectures
- Assign Projects
- Administer Assessments
- Collaborate through Group Work
Recommended communication channels
How to create a distribution list via TAMUDirect
Convene students via ZOOM
Sample communication
Getting started with ZOOM
Guide to Teaching with ZOOM
Getting started with Google Classroom
Guide to Teaching with Google Classroom
Accessibility
Academic Integrity
More Resources!
KEEP TEACHING WITH ECAMPUSS

Presented by the Office for Academic Innovation
TRAINING OBJECTIVES

BY THE END OF THIS TRAINING, PARTICIPANTS WILL BE ABLE TO:

**DELIVER**
- Deliver virtual instruction through eCampus.

**POST**
- Post course materials through eCampus.

**POST AND RECEIVE**
- Post and receive assignments through eCampus.

**INCORPORATE**
- Incorporate eCampus features that enhance teaching and learning through an online environment.
## LEARNING ACTIVITIES

<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>DELIVERY METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Course Materials</td>
<td>Google Classroom, eCampus</td>
</tr>
<tr>
<td>Deliver Course Lectures</td>
<td>ZOOM</td>
</tr>
<tr>
<td>Post and Submit Assignments</td>
<td>Google Classroom, eCampus</td>
</tr>
<tr>
<td>Administer Assessments</td>
<td>Devise Alternative Quiz &amp; Exam Delivery Format</td>
</tr>
<tr>
<td>Collaborate through Group</td>
<td>ZOOM, Google Classroom, eCampus</td>
</tr>
<tr>
<td>Hold Office Hours</td>
<td>ZOOM</td>
</tr>
</tbody>
</table>
LOGIN TO ECAMPUS

1. Navigate to ecampus.tamu.edu.
2. Click the Log In button.
3. Login with TAMU NetId or Email address.
1. On the homepage of eCampus, your courses will appear in the My Courses box.
2. Click on the name of the course to open.
3. This will take you to the homepage for their course.

*Your course(s) will be automatically loaded onto your homepage.*
1. On the left-hand course menu, click on the Course Materials link.
2. Click on Build Content.
3. Click on the type of content you would like to add.
1. From the Build Content section, click on File.
2. Type a name for the file.
3. Click on the Browse My Computer. This will open a window on your computer to locate the file.
4. Once you have found the file, click on it and then click Open.
5. Click Submit.
CREATE ASSIGNMENT

1. On the left-hand course menu, click on the Course Materials link.
2. Click on Assessments, then click on Assignment.
POST ASSIGNMENT

1. Enter a Name for the assignment.
2. Type or paste detailed Instructions for the assignment.
3. OPTIONAL:
   • Click on the Browse My Computer file to attach a file.
   • Set a Due Date
   • Click Submit
ASSIGNMENT SETTINGS

Recommended Settings:
• Points possible
• Submission Details
• Make the assignment available
  • Limit availability
CREATE TEST

1. On the left-hand course menu, click on the Course Materials link.
2. Click on Assessments, then click on Test.
3. On the next window that appears, click on Create.
1. On the test information page, add the test name
2. OPTIONAL: Add a test description and test instruction
ADD QUESTIONS

1. Click Create Question, then select a question type:
   - Multiple choice
   - True/false
   - Short Answer
   - And many more
1. On the left-hand course menu, click on the Course Materials link.
2. Click on Assessments, then click on Test.
3. On the next window that appears, click on the name of the test you just created.
4. Click Submit.
1. After you have published the test, you will be taken to the test options.

2. Edit the name, if necessary and add any additional description.
Recommended settings:

- Make the test available to students.
- Turn on multiple attempts and allow at least 2.
- Score attempts using Highest Grade.
- Do not turn on Force Completion.
- Set a timer and enable Auto-Submit.
- Set the Display after and Until dates.
TEST OPTIONS: EXCEPTIONS & DUE DATE

Recommended settings:

• Test availability exceptions for students that need extra time.

• Set a due date.
Recommended settings:

- If you added feedback, click on the checkbox under the Feedback column.
- Randomize questions
1. On the Control Panel, and click Grade Center, and then Full Grade Center.

Recommended Settings:
• Manage Total vs Weighted Columns
• Create Manual Columns
1. In the Grade Center, click Work Offline in the top right corner
2. Select Download
3. The gradebook will be downloaded as .csv file and you can open it on Microsoft Excel
SPECIAL THANKS TO

Office for Academic Innovation
Center For Teaching Excellence
Disability Resources
Division of IT – Help Desk Central
Enterprise Information Systems
Provost Communications
Provost Information Technology Office
Student Recreation Center
University Libraries