UGA CPH On-Line Conversion Time Line/Check List and Resources

Time-line/Check List

- Check access to eLC for each of your courses 3/20/2020
- Post revised syllabus for term for all courses 3/23/2020
- E-mail your students and let them know what’s changing 3/23/2020
- Query your students about their access capabilities, if any have issues have them contact the Division of Academic Enhancement as soon as possible (they can help with equipment, ‘hot spots’, etc.) 3/23/2020
- Collect and begin posting content (Note it is strongly recommended to use asynchronous delivery because we anticipate that bandwidth will be an issue for live streaming. Also note that for recorded video if you load to Kaltura before uploading the video (or voice over power point) to eLC is will perform much better than direct video uploads [see your eLC tutorial]) on-going
- Pre-test delivery method and tools in eLC (videos, discussions, etc.) 3/25/2020
- Consider assessments appropriate for on-line work (assume exams will be open book) and contact OOL staff for assistance as needed on-going
- Contact DRC about accommodations for students needing services 3/25/2020
- Test assessment tools (if using quizzes or exams) 3/27/2020
- Set up gradebook in eLC 3/27/2020
- Connect with your students as classes resume and plan for virtual office hours 3/29/2020
- Be prepared to go ‘live’ 3/30/2020
**CPH Resources for On-line Courses**

CTL Information for continuity of instruction  
[https://ovpi.uga.edu/initiatives/teaching_learning_continuity/](https://ovpi.uga.edu/initiatives/teaching_learning_continuity/)

eLC course "Rapid Guide to Online Teaching"  
[https://uga.view.usg.edu](https://uga.view.usg.edu)

UGA Office of On-line Learning  
[https://online.uga.edu/faculty-resources](https://online.uga.edu/faculty-resources)

**CPH Contact List**

CPH Office of On-line Learning; Ivonne Marie Berges  
Ivonne.berges@uga.edu

The following faculty members have offered to serve as resources:

Anne Marie Zimeri (EHS)  
zimeri@uga.edu

Jennifer Gay (HPB)  
jlgay@uga.edu

Brittani Harmon (HPAM)  
blharmon@uga.edu

Lesley Clack (HPAM)  
Lesley.clack@uga.edu

Kerstin Gerst Emerson (Geron.)  
emerson@uga.edu

Chris Whalen (Global Health)  
ccwhalen@uga.edu