February 6, 2015

Dear Faculty,

With the recent record snowfalls, I know that many of you have already made arrangements for missed class time. However I thought that you might find helpful the following information about resources that could be used for making up missed classes due to inclement weather.

Option for rescheduling a class:

If you would like to reschedule a class time, please contact Janet Driscoll in the Registrar’s Office at jdriscol@brandeis.edu, so she can locate an appropriate classroom. Given the complexities of student schedules, it may be necessary to schedule make-up classes in the evening or on a Sunday, so all students can attend. Make-up classes should not be scheduled for vacation days or the study day.

Options for holding class if Brandeis closes due to inclement weather:

If Brandeis is closed, and you would like to have class remotely, you can use Blue Jeans online conferencing services (synchronous learning) to have class at the same time as it is normally scheduled or to conduct office hours. Information is at: http://blogs.brandeis.edu/lts/2015/01/26/working-remotely/ Service requires having a working broadband internet connection. Eli Jacobson in LTS can assist with setting up this service in advance of a storm; his email is ejacobso@brandeis.edu.

You can also record lectures using your computer and allow students to watch the lecture at any time (asynchronous learning). LTS can provide faculty members with software and support for recording lectures using just a computer and its built-in webcam and microphone. Recorded lectures can be automatically uploaded to the Brandeis streaming media server and easily posted in LATTE. Information is at: https://blogs.brandeis.edu/lts/2015/02/05/creating-online-lectures/.

There are other options for teaching even when you cannot meet with your class at a specific time such as using the discussion forums in Latte for student discussions. Information about using the discussion function of Latte can be found at http://lts.brandeis.edu/courses/newlatte/faculty/forums.html.

You also might consider having students work collaboratively in Google Docs on writing projects, create a group presentation using Google slides, or create a website that pulls together resources on a specific topic using Google Sites. The Google Faculty Guide will provide you with the information you need to get started. https://kb.brandeis.edu/display/LTS/Google+Faculty+Guide

There will be drop-in sessions in the Center for Teaching and Learning later in February for faculty interested in learning more about relatively simple ways of using technology to make up missed classes. We’ll let you know the dates early next week.

As we look to more snow this weekend, I hope everyone remains safe and dry.

Best,
Lisa Lynch