Tips on teaching, working remotely

Universities across the U.S. are moving instruction to the online environment to reduce the chance of spreading the COVID-19 virus and to keep students on schedule and on track toward degree completion. The following Missouri S&T resources, tips and information is provided to help prepare faculty and staff if S&T needs to close for a period of time. Currently, there are no known cases of COVID-19 on campus. You will be informed by email if any type of emergency substantially changes our operations. If email is difficult to access, please check this website for updates and further information.

We are all hopeful that the news of the COVID-19 virus doesn't affect our campus. If it does, we are to adapt face-to-face and blended instructional activities for online delivery. Information Technology and the Center for Advancing Faculty Excellence (CAFE) will make every effort to provide the support and resources required for this transition. Our goal is to maintain the delivery of quality instruction to ensure student success.

How do we teach, learn and work from a remote location?

Access to these online resources, services, and digital technologies is critical:

Help Desk: https://it.mst.edu/help-desk/
CAFE: https://cafe.mst.edu/instructionaltechnologies/
Zoom Support: https://it.mst.edu/services/zoom/
VPN: https://it.mst.edu/services/virtual-private-network/virtual-private-network-tutorials/
Remote Desktop Connection: https://it.mst.edu/services/remote-desktop-connection/
Canvas Support: https://it.mst.edu/services/canvas/
Telephone Forwarding: https://voiceweb.mst.edu
AppsAnywhere: https://it.mst.edu/services/apps-anywhere/

Faculty and Staff – Tips on working remotely:

Note: Please read this entire section before attempting to do this from home for the first time. There is some information you must have before you can connect.

One of the ways to work from home is to use Remote Desktop to your office computer.

1. First you'll need a VPN connection to make your computer look like it is on campus. You can find this information at https://it.mst.edu/services/virtual-private-network/virtual-private-network-tutorials/.

2. With the VPN working, you'll need to create a remote desktop connection to your office computer. For Windows users, go to https:// it.mst.edu/services/remote-desktop-connection. For Windows 10, the remote client can be located by clicking the Start button->Windows Accessories->Remote Desktop Connection. Make sure to use **<yourcomputername>.managed.mst.edu** and sign-in as <username>@umsystem.edu. You'll need to have administrator rights or "Remote Desktop Users" rights on your office computer to access it this way. Contact the IT Helpdesk to obtain administrator rights.

3. Please be advised that if your office screens are substantially different than your home device, you may have to close and restart applications to have them show up perfectly with the new resolution.

If you need to access your personal "S" drive or "Y" drive, please see the following: https://it.mst.edu/services/file-storage/network-drives/. You'll need to have VPN running for this work.

Telephone forwarding:

If you're an authorized user of an office or departmental phone, please go to https://voiceweb.mst.edu and sign in with your S&T SSO and password

1. Once signed in, choose User Setting from the top.

2. On left, select your extension link.

3. Towards bottom of screen select the "Edit Block List and Dial Rules" link.

4. Scroll through the Rules list at the bottom of the page, find *transfer*, click that, and enter the number you want your phone transferred to. To remove forwarding, follow the same process, click on *disable*. Please remember that transferred calls must be to a local number.

Faculty

The IT and CAFE teams are putting together several workshops, in-person and virtual sessions to answer questions and help you make decisions about how to adapt materials and activities or to use the tools you have chosen. Dates and times will be announced soon via eConnection.

Being flexible and adjusting your syllabus, policies and expectations for students during a possible transition to online delivery method is the key. Re-evaluate your instructional formats (synchronous vs. asynchronous) and make sure all students have access.

In the meantime, consider these resources:

Use our university-wide online learning tools: Canvas, Zoom and AppsAnywhere

- Canvas Support: https://it.mst.edu/services/canvas/
- Zoom Support: https://it.mst.edu/services/zoom/
- AppsAnywhere: https://it.mst.edu/services/apps-anywhere/
- CAFE: https://cafe.mst.edu/instructionaltechnologies/

Canvas and Zoom are available to all faculty and students.

A Canvas course is automatically created for every course at S&T. The instructor must make the course available to students. Please contact CAFE's instructional designers at cafe@mst.edu for more information.

Zoom is videoconference and audio conference software hosted in the cloud that enables communication across many mobile devices, desktop computers and video-enabled classrooms. For example, it is possible for a faculty member to host a class discussion using only a cell phone equipped with a camera. To get help with Zoom accounts, contact the HelpDesk.

AppsAnywhere is a service that allows S&T provided software to be accessed from all computer learning center (CLC) computers, IT-managed computers and personal devices running Windows 10.

Students

To create a new Zoom Pro / Licensed account, log in with your S&T username and password at: https://umsystem.zoom.us/.

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