

REMOTE TEACHING GUIDELINES - FAQs

Due to the rising concerns of the [Coronavirus \(COVID-19\)](#), CSU Dominguez Hills is providing additional support to our community to prepare for possible disruption of normal classroom activity.

The following information will help you prepare for the transition of your course(s) to an online environment.

Important Note: CSUDH Academic Technology will host a series of [open lab and workshop sessions](#) to utilize our technology tools to facilitate online instruction.

1. HOW DO I ACCESS CSUDH BLACKBOARD?

<https://toro.csudh.edu>

2. HOW DO I COMMUNICATE WITH MY STUDENTS?

Increased use of communication methods will help maintain student confidence and engagement. Blackboard's Announcements or Email tool allows faculty the ability to communicate with students when course content is available.

Communication is sent directly to students via their Toromail email account. (Refer to [Emergency Remote Teaching Guidelines](#) for more information.)

3. HOW CAN I CONTINUE COURSE INSTRUCTION?

Consider whether course lectures will continue to be presented live (using Zoom web conferencing software) or through pre-recorded video (using TechSmith Relay lecture capture software). (Refer to [Emergency Remote Teaching Guidelines](#) for more information.)

4. HOW DO I HOLD ONLINE OFFICE HOURS?

CSUDH's web conferencing software, Zoom, offers an easy way to create a virtual meeting room for conducting real-time communication. Consider this tool for hosting course lectures and holding virtual office hours. (Refer to [Emergency Remote Teaching Guidelines](#) for more information.)

5. HOW DO I MAKE MY COURSES MORE RESPONSIVE TO MY NEEDS?

Consider adjusting policies related to course assignments, tests, due dates, and attendance to accommodate instructional disruption. Communicate with students regarding such policy adjustments. (Refer to [Emergency Remote Teaching Guidelines](#) for more information.)

6. HOW DO I BACK UP MY COURSE MATERIALS?

CSUDH offers [Dropbox](#), an online file hosting service or digital locker, which can store a backup copy of your course materials. We recommend that you make copies of your course materials and organize them to minimize course interruption and delays. This will be especially helpful if another faculty member must substitute for you. (Contact [Information Technology Help Desk](#) for information on Dropbox.)

7. HOW DO I UPLOAD COURSE MATERIALS TO BLACKBOARD?

Course materials include syllabi, assignments, and reading lists.

Start preparing to transition necessary course materials to CSUDH's learning management system, [Blackboard](#). (Please see [Emergency Remote Teaching Guidelines](#) for more information.)

- Blackboard is available by visiting <https://toro.csudh.edu>.
 - You will log in using your campus credentials.
 - Recommended web browsers include Google Chrome and Mozilla Firefox. PLACE ASSESSMENTS ONLINE

For written assignments and tests, utilize Blackboard's assignment and test tools for assessing student performance. (Refer to [Emergency Remote Teaching Guidelines](#) for more information.)

8. HOW DO I MANAGE MY GRADES ONLINE?

Blackboard's Grade Center (gradebook tool) allows faculty to store up-to-date student performance. (Refer to our [tutorials](#) and [workshops](#) page for more information.)

POSTING OFFICIAL FINAL GRADES

Once all assessment scores are entered through Blackboard's grade center, we recommend that faculty verify all scores before entering final grades.

Final student grades will still be entered through [myCSUDH](#).

(Refer to [Posting Final Grades on myCSUDH](#))

9. HOW DO I VIEW STUDENT ROSTER?

Blackboard contains an up-to-date list of enrolled students, which will be helpful if you have a substitute. If you wish to download your official class roster, visit the [myCSUDH Portal](#).

For additional questions or support, please email atu@csudh.edu.