

FAU Faculty Online Readiness Checklist and Resources

Technology Readiness

- Laptop/desktop
- Reliable internet access
- Internet Browsers
 - Google Chrome
 - Firefox
- Headphones/microphones
- Webcam
- Mobile connectivity such as the Canvas Teacher App

Need assistance?

- **24/7 Canvas Support**
 - +1-833-334-2841
- **OIT's Help Desk 561-297-3999**
 - [Submit a Ticket:](#)
<https://helpdesk.fau.edu>
- **Center for Online and Continuing Education**
 - Request [COCE Help Form](#)
- **Online Student Support Services**
 - Students can email eSuccess@fau.edu
 - Crisis Line: 561-297-3540

Skills for Canvas and FAU Systems

- I know my FAU Net ID (beginning of your FAU email) and password.
- I can access Canvas and my course sites at <https://canvas.fau.edu/>.
- I am aware of available training resources such as a 4-hour self-paced fully-online [Teaching Online Orientation](#) and workshops through [tech events](#).
- I can communicate with my students via Canvas inbox, announcements, and discussions.
- I know how to use WebEx to host and record synchronous (live) sessions in Canvas.
- I know how to use WebEx to provide virtual office hours with students.
- I can record lecture and content with Mediasite and add it to my course.
- I know how to submit a ticket to the OIT helpdesk at <https://helpdesk.fau.edu/>

Course Preparation Checklist

- I have uploaded my syllabus to Canvas.
- I have posted an announcement to my students.
- I have posted a communication plan to my students about how get in contact and expect feedback on assignments.
- I can create Canvas modules and pages to organize my content.
- I am aware of free and open education resources.
- I can create a graded assignment within Canvas for students to submit work.
- I have a digital copy of all my notes, assignments, and presentations.
- I know how to post and share files and presentations.
- I know how to use the Canvas grade book to provide feedback on assignments.

- I know about FAU's policy on accessibility.
- I am aware of all the SAS student accommodations for my course.
- I know where to go for additional instructional and technical assistance.
 - Center for Online and Continuing Education - Request [COCE Help Form](#)
 - Office of Information Technology - Helpline 561-297-3999 or [Submit a Ticket](#)
- I am aware of student resources such as counseling, IT support and can direct students accordingly.
- I know where to get the latest FAU updates regarding this evolving situation.

Guides and Resources for Checklist Items

- If I forgot My FAU Net ID, I go to <https://accounts.fau.edu>, select Forgot Your FAUNet ID
- WebEx Guide: [WebEx Virtual Meeting and Office Hours](#)
- FAU OIT's Mediasite Tutorials: [Download, Create, Edit and Publish](#)
- FAU OIT's Video Tutorial "[How to upload your Syllabus to Canvas](#)"
- Canvas Guide: [How do I create a discussion in Canvas?](#)
- Canvas Guide: [How do I use the Inbox as an instructor?](#)
- Canvas Guide: [How do I add an announcement in a course?](#)
- Canvas Guide: [How do I add a module?](#)
- Canvas Guide: [How do I create an assignment?](#)
- Canvas Guide: [How do I insert course files as an instructor?](#)
- Canvas Guide: [How do I use the Gradebook?](#)
- Canvas Guide: [How do I use Speedgrader?](#)
- Open Education Resources:
 - PhET <https://phet.colorado.edu/>
 - OER Commons: <https://www.oercommons.org/>
 - MERLOT: <https://www.merlot.org/merlot/>
 - LibGuide on Research: https://libguides.fau.edu/General_Research
- FAU Student Accessibility Services <http://www.fau.edu/sas/>
- SAS Instructor Portal: <https://clockwork.fau.edu/ClockWork/user/instructor/default.aspx>
- Additional instructional and technical assistance
 - Center for Online and Continuing Education - Request [COCE Help Form](#)
 - Office of Information Technology - Helpline 561-297-3999 or [Submit a Ticket](#)
- I know where to get the latest FAU updates on the coronavirus
<https://www.fau.edu/coronavirus/>