Coronavirus (COVID-19) Employee Guide
Frequently Asked Questions

Utah Valley University
Online Transition Q&A – Faculty

When do my classes need to be online?
Online courses will continue uninterrupted, resuming March 23. To allow transition time, modified courses will resume no later than Wednesday, March 25. Faculty will communicate their plans to students via Canvas announcements by March 18.

Can we cut our losses and end our classes right now?
No. This would be in violation of U.S. Department of Education and NWCCU accreditation standards. It would also have a negative impact on our students and university finances.

How do I turn my face-to-face course into an online course?
For information and resources, please see the [Academic Continuity webpage](#).

How should I tell my students that our face-to-face course is now an online course?
Post a Canvas announcement. Learn more.

Who should I contact on campus for assistance in transitioning my class online?
The Office of Teaching and Learning, your peers, or your college's Flexible Learning Council.

What online platform/software should I use to teach my online class?
All courses must be taught online via Canvas.

How should I communicate with students for the remainder of the semester?
All communications should be directed to students via Canvas.

How do I access my course?
Log in to myUVU, and click on the Canvas link.

How do I record lectures, post lectures, deliver presentations, create and post assignments, or use other features of Canvas?
Tutorials are available [here](#) and the [OTL Lab](#).

Where can I find pedagogical instruction for teaching online?
We recommend that you take advantage of two OTL trainings. The first is [Canvas Skills for Faculty](#), a two-hour Canvas orientation. The second is the Online Teaching Academy, a 25-hour

certification program which runs cohorts each semester (stipend included; email trevor.morris@uvu.edu).

Do I have to be available for regular office hours?
Yes.

I've never taught online before. How do I ensure my online classes are meeting the university's expectations?
You need to ensure that the online environment provides sustained interaction between instructor and students, and that it meets established course learning outcomes. For further information, [Instructional Design Services](#) and the [Flexible Learning Council](#) are available to assist you.

Will summer semester classes be required to be online?
We have not made a decision about summer courses at this time.

I teach a lab and/or an applied hands-on class that cannot be taught online. What should I do?
In consultation with your department chair and dean, you may continue teaching your course in a face-to-face format until instructed otherwise. These situations should be rare.

Are there any guidelines on how to handle clinical or internship courses?
Please consult with your department chair and dean in these cases.

How can I ensure academic integrity for exams?
You can use [Proctorio](#) in Canvas to administer exams in lieu of in-class or testing center administration.

How do I facilitate group work in online settings?
See the [Canvas tutorials](#) and/or contact the [OTL Lab](#).

How do I move grades into Canvas (if stored outside currently)?
See the [Canvas tutorials](#) and/or contact the [OTL Lab](#).

How will SRI's be factored into my annual review during this semester?
SRI results will be considered within the context of the COVID-19 pandemic for the spring 2020 term.

Can I issue incomplete grades for my course because of this transition to online learning?
No, not for this reason. Incomplete grades should be issued following policy, as usual.

What should I do if I teach a concurrent enrollment course?
UVU will be sending information to all CE coordinators in the high schools with further information.