

Dear Colleagues,

The Center for Teaching and Learning will offer online tutorials and resources for transitioning to remote instruction beginning **Monday, March 23**. These resources are for faculty and students, and can be found at [mcla.edu/remoteready](https://mcla.edu/remoteready). The CTL, and a dedicated team of peer Mentors, will also offer one-on-one and small group consultations by request. To request a consultation please [complete this form](#).

As you begin to plan for your students to complete the remainder of the semester off-campus, please **consider the following ways** we can support your delivery of remote instruction:

**Refocus expectations.**

You are not being asked to develop an online course. The institutional goal is to provide all students access to essential course content and resources for remote learning. **The CTL will offer tutorials and consultations to help faculty in setting reasonable expectations for what can be achieved remotely.**

**Identify and achieve priorities.**

The transition from a face-to-face to a remote learning format asks us to reconsider our curricular priorities and identify what must be accomplished now for students' continued academic success. **The CTL will offer tutorials for formulating and assessing essential student learning outcomes.**

**Identify effective modes of remote communication and student participation.**

Students' remote access to course content, their professors and peers, and other instructional resources will require thoughtful use of some form of academic technology. The type of technology and degree to which it is used to facilitate student remote learning is under the individual faculty member's discretion. **The CTL will offer tutorials, and consultation, to help faculty effectively incorporate Office 365 and Canvas tools in their courses, to maximize student access and participation.**

Please don't hesitate to [contact us](#) with any questions you might have about instructional resources available to faculty.

Best Wishes,

Adrienne, Ely, Erin, Gerol, and Ruby