

# How to Move Your Face-to-Face Course Online

Across the country, many universities are moving instruction online in a preponderance of caution to help prevent the community spread of COVID-19. At this juncture **academic classes will continue as normal at UA**. But it is never a bad idea to be prepared, so we are looking at how to administer our face-to-face classes online should it be necessary to do so at any time in the future. And know that we are looking at contingency plans for our field placements as well.

Please take some time over the next few days to think through a contingency plan for moving your face-to-face classes online, **just in case**. Some questions you may have about how to do that:

## How do I get my courses online?

All social work classes have a Blackboard shell available now. A shell is an empty course that only includes your basic course information and your student roster. All of your students have access to that Blackboard course even if you have never used it.

## How do I access Blackboard?

Login to myBama. Go to the "Faculty" tab. Scroll down to find the Blackboard Learn box in the bottom right corner of the screen. Select the current semester and you will see links to your current courses. If one of your courses is not listed, follow these [instructions](#) to add it.

## What can I do in my Blackboard course?

You can do most of what you would do in your classroom remotely via Blackboard:

Communicate with your students...

- Use Blackboard to send emails to your students. Here are [instructions](#) on how to do that.
- Blackboard can send announcements to all of your students at once, [here is how](#).

Teach your class virtually...

- Use Zoom to hold your class sessions remotely. You will need to add a Zoom link to your Blackboard course shell, [here is how](#). And if you haven't used Zoom before, [learn how here](#).
- It will take up to 24 hours to get a Zoom account, [sign up for one here](#).

Assign, collect, and grade student work...

- Think about how to adapt the work you require your students to complete to an online format. Blackboard has tools for [assignments](#), [discussions](#), and [exams](#).
- You don't have to use these Blackboard tools, just be sure to have an alternate plan for collecting student work and providing students with feedback.

## What technology do I need? And what if I don't have it?

To use Blackboard, you just need a computer with internet access. If your contingency plan includes holding classes remotely during their regularly scheduled times using Zoom, your computer needs to have a video camera and microphone. If you don't have these things, [Javonda Williams](#) could arrange for you to have a place in Little Hall during your class time to use Zoom. Again, this is only a proactive plan, not something we anticipate having to do now.

## Where should I go if I need help?

UA's *Center for Instructional Technology* is the best source of assistance in getting your face-to-face class online. If you were to need their assistance, you could contact them [here](#). If you have taught any of our distance classes, you may be used to turning to Christopher Blackmon for assistance. While Christopher is always willing to help, he does not have access to Blackboard for face-to-face classes, so he can be of only limited assistance with those classes. Instead call CIT, they have access and are a great resource. And reach out to your colleagues, lots of us know Blackboard well and would be happy to help other instructors.

## What should I do now?

- Be proactive and follow the School's *5 Steps to Prepare to Teach Online* (attached) now.
- Request a Zoom account, it can take up to 24 hours to receive one.

- Think about ways to adapt your course assignments if you can't meet face-to-face.
- Don't add to the hype, but stay informed via the [UA System Office](#) and [UA's healthinfo website](#).