GEAUX REMOTE
Quickstart Guide for Faculty

1. Set up course basics in Moodle
   - upload your syllabus and make your course available in Moodle to keep all of your course information, teaching materials, and communication in one place
   - use Moodle to administer discussions, exams, and assignments
   - add your TA or guest instructor to assist in course management

2. Communicate with your students
   - communicate early and often with your students
   - use Moodle Mail to email all of your students at once
   - share where to check for course updates and how to complete assignments
   - provide options for virtual office hours via phone or Zoom

3. Prepare your content and lectures
   - create a plan for the best way to deliver your instruction based on your course and students
   - upload existing written or video lectures to Moodle, create discussion forums or activities, and link to textbook resources, other outside sources, or a combination of multiple approaches
   - use varied options for synchronous live lectures/sessions and asynchronous activities

4. Modify activities and assessments
   - update your syllabus dates to determine adjustments
   - build in flexibility to your due dates and attendance
   - transition in-class assignments to Moodle activities such as discussions, quizzes, or assignments
   - administer exams using Moodle

5. Seek support
   - utilize support resources within your department as well as the Faculty Technology Center to determine teaching and assessment solutions or troubleshoot issues
   - visit https://online.lsu.edu/online-contingency-plan/ for links and resources for faculty
   - advise your students to utilize the IT Help Desk and online tutoring services through CAS

Need additional help?
- Download the Additional Resource Guide (click to open)
- Contact Faculty Technology Center (225) 578-3375 (option 2) FTC@lsu.edu