



# 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](mailto:FTC@lsu.edu)