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**Subject:** Supporting continuity of teaching and learning activities

Dear faculty colleagues,

We know that the evolving situation with COVID-19 is causing anxiety, both for our students and for the faculty. Rest assured, the Teaching & Learning Commons team has been working hard to develop and ready a plan to support continuity of teaching and learning activities in the event that normal campus operations are temporarily disrupted. We hope to share the full details of this plan soon; however, in the mean time we want to assure all faculty that you do not need to navigate this unexpected situation by yourself.

- We are preparing *Keep Teaching*, a webpage to support faculty who need to plan and facilitate teaching and learning activities remotely. This site will provide quick tips, strategies, and tools for moving teaching and learning resources (e.g., lectures and readings) and practices (e.g., activities and assessments) online. The page will also include support and strategies for redesigning or accommodating teaching and learning activities that do not easily lend themselves to online delivery.
- We recognize that expanding the use of digital tools to support our learning environments requires addressing a number of challenges, including a lack of access to necessary technology. Accordingly, if you do not have access to a computer at home, we will do our best to provide you with a device on a temporary loan. If you do have a computer at home but do not have access to a web cam and microphone we will work to assist you with this as well. [Please submit your needs via this survey](#) and a member of our team will get back to you.
- Among the key tools at your disposal is [BigBlueButton](#), a classroom conferencing tool available within Moodle. You may use this to facilitate real-time online discussions, hold virtual office hours, or record sessions to be replayed later. [Click here to access a brief recorded webinar \(8 min\) for BigBlueButton Basics](#). If anyone wishes to avail of hands-on support for this (or any other) teaching and learning tool, we have drop-in support scheduled next week on Tuesday, March 17 from 9am-3pm in A2410 in KPU Surrey.
- Finally, we want to remind everyone that many popular apps and software are not compliant with BC privacy standards (e.g., if the data are stored on a server in the United States) and that even student email addresses are considered by Provincial law to be confidential information. Accordingly, we need to be judicious about tool selection to remain compliant with the [Freedom of Information and Protection of Privacy \(FIPPA\) Act](#).

Updates to the university community about COVID-19 will continue to be posted to [the webpage set up for this purpose](#). In the meantime, we would like to assure you that the Teaching & Learning Commons team is ready and able to support you, including with technological and pedagogical guidance, online asynchronous tutorials, and opportunities for hands-on training. If you are already comfortable moving your course delivery online we encourage you to do so in order to support social distancing and inhibit the spread of COVID-19.

More details about our plan will follow, but in the mean time please do not hesitate to reach out with any questions or requests for support at [tlcommons@kpu.ca](mailto:tlcommons@kpu.ca)  
Thank you very much,  
Rajiv



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At KPU, we work, study, and live in a region south of the Fraser River which overlaps with the unceded traditional and ancestral lands of the Kwantlen, Musqueam, Katzie, Semihamoo, Tsawwassen, Qayqayt, and Kwikwetlen peoples.