



Extended Campus Closure - Instructor Resources

This page is still under construction and the layout may continue to change as additional information is added...

Click to Jump:

- [Desire2Learn](#)
- [Multimedia and Lecture Videos](#)
- [Web-Conferencing/Live Online Sessions](#)
- [Academic/Student Support Services](#)
- [Technical Support](#)
- [Trainings/Tutorials](#)

There are a number of technologies that you can use to engage in alternative methods of teaching courses or to make up for lost instructional time. Below is a listing of some tools instructors may utilize in the event of unexpected campus closures. The staff at the Center for Excellence in Learning and Teaching would be happy to discuss different ways that you can use the technological tools effectively in your courses. If you would like to schedule an appointment, please send an email to CELT@clayton.edu or call 678-466-4190.

In the event of a coronavirus-related closure...

CELT operating hours will adjust to provide support from 7:00am - 7:00pm, Monday - Friday. For support, you can contact CELT via:

- *Phone:* 678-466-4190
- *Email:* CELT@clayton.edu
- *Live Chat:* [Click here to chat with us](#)

Desire2Learn

Every scheduled course at Clayton State is provided with learning management space on D2L that you can utilize for instruction, assignments, and/or testing. Your instructional materials/videos can be uploaded to this course web space, folders can be used to collect assignments, and quizzes can be used as assessment tools.

Communication

Discussion Boards

The Discussions tool allows you to create topics relevant to the course where users enrolled in the course can post and reply to messages. You can ask questions, generate discussion, and encourage students to share feedback and ideas. More information on setting up a discussion board can be found on the CELT Brightspace SharePoint Site.

Assessments

Respondus LockDown Browser and Respondus Monitor

LockDown Browser and Monitor are tools integrated with D2L, which provide a layer of testing security for quizzes administered through D2L. LockDown Browser prohibits a student from opening any other programs,

[Click here to view the D2L Discussions user guides.](#)

applications, or websites while they are completing an exam. Respondus Monitor utilizes the LockDown Browser functionality but also requires students to have a webcam. Respondus Monitor records the student during their testing session and automatically flags any problematic areas for the instructor to review in further detail. More information on using Respondus can be found on the CELT Brightspace SharePoint site.

[Click here to view the Respondus user guides.](#)

Please Note: Respondus is holding daily webinar trainings, for instructors, in an effort to accommodate those affected by coronavirus related closures. [Click here to view upcoming Respondus trainings and to register.](#)

Click to Jump:

- [Desire2Learn](#)
- [Multimedia and Lecture Videos](#)
- [Web-Conferencing/Live Online Sessions](#)
- [Academic/Student Support Services](#)
- [Technical Support](#)
- [Trainings/Tutorials](#)

Multimedia, Film Streaming, Course/Lecture Videos

Multimedia

Adobe Creative Cloud

To request a license:

- Please [submit a request to the HUB here](#).
 - **Note:** You will be prompted to login with your Clayton State credentials.

If you already have a license:

- You may need to install the [Creative Cloud Desktop Client on your remote machine, by clicking here](#).

Note: If you are using a personal computer, you will need to purchase a work-from-home license (available at a deeply discounted rate) from the [USG TechStore](#). Clayton State's institutional license allows users to install Adobe on university-owned machines only.

Film Streaming

CELT and the Library jointly support the online film streaming services listed below. In the event of an extended campus closure, these options could be utilized to provide students with additional course materials or serve as a component of an alternative assignment.

Kanopy

Online streaming to a wide-range of national and international movies, documentaries and television programs.

[Click here to view the Kanopy catalog.](#)

Note: You may be prompted to login with your regular Clayton State credentials if accessing the service off-campus.

Some titles in Kanopy require a separate purchase to view them and the system will prompt you to complete a request form to request access to that title. If the request is directly supporting instruction in your course(s) CELT may cover the cost of access to the title. Particularly, if you need the title to make up for lost instructional time during an extended campus closure. Once CELT receives the request - you will be contacted to discuss the request and use of the title before it will become available.

SWANK

Online streaming of a wide-range of feature films.

[Click here to view the SWANK content catalog.](#)

Note: You may be prompted to login with your regular Clayton State credentials if accessing the service off-campus.

If you find a title you'd like to use in your course you can share the direct link with students or embed the LMS link within your D2L course.

By clicking "Login/Instructor" in the upper right-hand corner of the content catalog, you can create an instructor account. By doing so, you can then browse all of the titles available via SWANK. We maintain a reserve of annual title requests that we allocate to instructors as the need arises. So, don't hesitate to complete the request form if you come across a title that would support instruction in your course(s). Once CELT receives your request - we will contact you to further discuss the request and use of the title.

Films on Demand (FOD)

[Click here to view the FOD content catalog.](#)

Note: You may be prompted to login with your regular Clayton State credentials if accessing the service off-campus.

Course/Lecture Videos

If you are comfortable recording your lecture material ahead of time, you have a couple of options in the event of an unexpected campus closure.

[Kaltura](#)

You may use our lecture capture product, Kaltura. Kaltura is deeply integrated with D2L and offers a desktop recorder called Kaltura Capture, which is a simple piece of software that allows you to record your desktop screen, webcam, and audio (as needed). More information on using Kaltura can be found on the CELT Kaltura SharePoint site. Additionally, Kaltura is available [for students](#) too! As long as the Kaltura links are included in your course navigation bar - students have the ability to download Kaltura Capture and record video content for submission as part of a course assignment.

[Click here to view the Kaltura - Getting Started user guide.](#)

Camtasia Studio and Kaltura

The Center for Excellence in Learning and Teaching has licenses for Camtasia Studio that you can use to record audio and video. This software suite has advanced editing capabilities and is compatible with Kaltura, which allows you to share the recording with your students via the Kaltura/D2L integration. To upload a video recorded with Camtasia Studio, you'll export the video as a .mp4 and then [follow these instructions](#) to upload the video to Kaltura.

Note: This option is recommended for those that wish to perform some advanced editing on their videos and/or are familiar with video editing software. To request a license, please contact us at CELT@clayton.edu.

Click to Jump:

- [Desire2Learn](#)
- [Multimedia and Lecture Videos](#)
- [Web-Conferencing/Live Online Sessions](#)
- [Academic/Student Support Services](#)
- [Technical Support](#)
- [Trainings/Tutorials](#)

Web Conferencing/Live Online Sessions

[Microsoft Teams](#)

Clayton State utilizes Microsoft Teams as our web conferencing solution. Microsoft Teams is available for use by faculty, staff, and students. Teams allows real-time chat, audio and video conferencing, slide presentations (PowerPoint), whiteboard activities, and many more features. In addition, sessions can be recorded and archived for future use.

More information on creating and facilitating a Teams session can be found by visiting the CELT Microsoft Teams SharePoint site, which includes links to help articles and videos developed jointly by CELT and ITS.

[Click here to view the Microsoft Teams user guides.](#)

Click to Jump:

- [Desire2Learn](#)
- [Multimedia and Lecture Videos](#)
- [Web-Conferencing/Live Online Sessions](#)
- [Academic/Student Support Services](#)
- [Technical Support](#)
- [Trainings/Tutorials](#)

Academic/Student Support Services

Library

Library resources and services are available online as well as in the library building. Some are available 24/7 while others are accessible during library hours only. For example, research assistance ([chat](#), [email](#), [text](#), and call 678 466-4346) can be utilized during [library hours](#). Library faculty also serve as liaisons to departments and colleges to help students with research assignments, and faculty determine resources to support instruction and research.

How to Contact Library Faculty and Staff

- Library Hours - <https://clayton.libcal.com/hours/>
- Chat - <http://www.clayton.edu/library/askalibrarian/chat>
- Email - <http://clayton.libanswers.com/ask>
- Text - <http://www.clayton.edu/library/askalibrarian/chat>
- Ask A Librarian - <http://clayton.libanswers.com/>
- Liaisons - <https://clayton.libguides.com/liaison>
- Call - (678) 466-4346

How to Find Information

- [Library](#) website – find all library resources and services
- [LibGuides](#) – subject guides to identify information, databases, e-books and more
- [GALILEO](#) - find articles, e-books, streaming videos, images, statistics/data, and more on various subjects
- [GIL Find Catalog](#) – find books, e-books, and more on various subjects
- [Archives and Special Collections](#) – find historical university and local community information
- [Video tutorials](#) - demonstrate how to find books, articles, and other information using library resources and tools; videos are also embedded in select subject guides

- [Interlibrary Loan](#) – locating books and articles not found at Clayton State Library or other USG schools (only articles may be obtained if Clayton State Library is closed for any reason)
- [Ask a Librarian](#) – frequently asked library questions or other contact information

How to obtain books from USG libraries

[GIL Express](#) – Allows students to borrow books from other USG schools and have them delivered to those USG schools if pickup from the Clayton State Library is not an option.

Please Note: In the event of an unexpected campus closure which affects multiple USG institutions - the GIL Express resource may be temporarily unavailable.

How to Find Library Resources in D2L

1. Log into D2L
2. Click "**Academic Support**" near the top of the homepage and then select one of the following options:
 - a. [Ask A Librarian](#) - Frequently asked library questions or other contact information
 - b. [LibGuides AutoMagic Tool](#) – Find information and resources by subject
 - c. [GALILEO](#) - Find articles, e-books, streaming videos, images, statistics/data, and more on various subjects

[Tutor.com \(eTutoring\)](#)

If your students need academic support, while regular on-campus resources are closed and/or during off-hour or weekend support, you can leverage Tutor.com. Tutor.com is one of two USG vendors contracted to provide eTutoring services to students. Our contract with Tutor.com provides students with free tutoring support - accessible directly through their D2L course.

As an instructor, you may need to add the Tutor.com link to your course(s) to allow students access to the service. More information on ways in which you can utilize Tutor.com can be found by visiting the CELT SharePoint site.

[Click here to view the Tutor.com user guides.](#)

Writers' Studio

Students can contact The Writers' Studio using our online [Front Desk](#) on Microsoft Teams Monday through Thursday from 9 am to 9 pm and on Friday from 9 am to 12 pm. Our front desk assistants can help students schedule appointment and answer questions. The Writers' Studio also offers online writing consultations through Microsoft Teams:

- Online consultations are one-on-one, 60-minute sessions, the same length as in-person sessions.
- Students can upload their paper and review their work together with a consultant.
- Online chat sessions are available during the same time the Studio is open for in-person consultations both during the week and weekend.
- A laptop or tablet with working sound is required.
- Drop-in and scheduled appointments are welcome.

The Writers' Studio also helps offers email consultations through students' Clayton State email account:

- Email consultations provide students with a feedback letter addressing major elements of the paper.
- Email consultations provide students with an overview video summarizing the feedback.
- Feedback is received within 24-48 hours of the scheduled appointment time.
- Email consultations are available throughout the week and weekend.
- Email consultations are available through scheduled appointments only.

The Writers' Studio also supports students with custom handouts on writing thesis statements, citations, and grammar and style. Here is a list of available handouts:

- **Thesis:** [Thesis Development](#); [Thesis Statements](#)
- **Citations:** [Formatting an APA Reference Page](#); [In-Text Citations APA](#); [In-Text Citations MLA](#); [MLA 8th Edition](#); [Writing a Paper Using Chicago Style](#); [Chicago Style - Title Page](#); [Formatting CMS Notes and Bibliography](#); [Writing in Psychology](#);
- **Grammar and Style:** [Passive vs. Active Voice](#); [Run-ons and Fragments](#); [Sentence Variety and Style](#); [Transitions](#); [Concise Comma Conventions](#); [Colons and Semicolons](#)

Click to Jump:

- [Desire2Learn](#)
- [Multimedia and Lecture Videos](#)
- [Web-Conferencing/Live Online Sessions](#)
- [Academic/Student Support Services](#)
- [Technical Support](#)
- [Trainings/Tutorials](#)

Technical Support

The HUB (*Under Development*)

Account Recovery

If you have not already done so - be sure to set up your account recovery options. This will allow you to recover or reset your Clayton State password without having to call or visit campus.

[Click here to view the help guide on Setting Up Account Recovery Options.](#)

USG D2L Helpdesk

The USG D2L Helpdesk is available 24/7/365 and provides D2L technical support to instructors and students from across USG institutions.

If on-campus technical support is not available due to an unexpected campus closure or during evening/night/weekends, this resource is available to provide assistance. Support is offered through:

- [Frequently asked questions self-help guides](#)
- [Phone or Live-Chat](#)

Click to Jump:

- [Desire2Learn](#)
- [Multimedia and Lecture Videos](#)
- [Web-Conferencing/Live Online Sessions](#)
- [Academic/Student Support Services](#)
- [Technical Support](#)
- [Trainings/Tutorials](#)

Training/Tutorials

D2L Crash Course

Beginning **Tuesday, March 10th**, every faculty member (full/part-time) has access to an instructor "crash course" in D2L. The course contains a plethora of content to assist you in quickly learning the ins and outs of D2L, online course design, teaching online, and the various software/student support solutions available at Clayton State.

Workshops (*Under Development*)

Vendor-Led

- **Respondus**

- Offering daily instructor-focused webinars, in an effort to provide training to those affected by any coronavirus related events.

[Click here to view upcoming Respondus trainings and to register.](#)

Tutorials

Video tutorials for various software solutions have been curated into playlists and can be viewed at mediaspace.clayton.edu. Additional tutorials will be added as tools change and update.

Do you have suggestions for tutorials not currently available on mediaspace?

- Contact us at CELT@clayton.edu and let us know.

Click to Jump:

- [Desire2Learn](#)
- [Multimedia and Lecture Videos](#)
- [Web-Conferencing/Live Online Sessions](#)
- [Academic/Student Support Services](#)
- [Technical Support](#)

Additional Resources



- [Trainings/Tutorials](#)
-