The Peabody Institute
Quick Start Guide to remote teaching and learning during suspension of in-person instruction

Make your Blackboard course available to students. Students go to Blackboard for course information, and they will check there for course updates. Be sure to communicate your plans to students and use Blackboard as the central hub of communication.

Additional resources, FAQs, and a digital version of this guide available at https://peabody.jhu.edu/keepteaching.

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READY TO TEACH REMOTELY

Course Announcements
Post a course announcement in Blackboard. Select the option to email to all students to ensure they receive messages quickly. To learn how to post and email an announcement in Blackboard, visit https://wiki.peabody.jhu.edu/x/rYCsbg.

Sharing Course Materials
Lecture notes, slides, detailed assignment instructions, and other course materials can be uploaded into Blackboard. To learn how to upload materials in Blackboard, visit https://wiki.peabody.jhu.edu/x/toCsBg.

Student Assignment Submissions
Students can upload assignments through the assignment submission tool in Blackboard. To learn how to create an assignment in Blackboard, visit https://wiki.peabody.jhu.edu/x/uoCsBg.

Repeating 1-1 Lessons
Conduct 1-1 lessons synchronously via Zoom. Log in at https://jhupeabody.zoom.us/ to get a meeting link to share with your student. Follow instructions for preserving original sound to turn off the audio compression that is optimized for speech. Remember that students’ access to equipment and instruments will vary and require flexibility.

Replacing Live Classrooms
Conduct scheduled class seminars, discussions, and lectures synchronously via Zoom. Log in at https://jhupeabody.zoom.us/ to get a meeting link to share with your class. Be flexible with students experiencing technical issues, illness, etc. Consider recording sessions for later viewing where appropriate.

Submit a ticket for timely classroom support.