GRAB -N- GO

CLICK THIS LINK TO VIEW THE GRAB-N-GO VIDEO
http://bit.ly/sol_grabngo_flexibility

UTEP | Support for Online Learning

ESSENTIAL FLEXIBILITY

As the end of fall 2020 approaches, it has been both a time for innovation and frustration. Flexibility and empathy are essential to help students successfully complete a challenging semester. We appreciate the hard work, dedication, and perseverance that you have demonstrated.

Consider

- Relaxing documentation requirements for extensions and excused absences
- Extending deadlines if possible
- Offering flexible online office hours when needed
- Offering incompletes if necessary

Feedback

- Provide students with guidance on how to finish the semester strong
- Make sure grades are up to date
- Inform students about extended course drop deadlines and other institutional adjustments

Be Organized

- Make a subfolder in your Outlook account to track student requests and agreed terms
- Prepare an Excel file to track extensions and agreements
- Use OneDrive to share Excel file (omit medical data) with your TAs to manage grading and feedback

Final Exams

- Offer asynchronous online exams with a large enough testing window when possible
- If synchronous, follow the institutional exam schedule
- If in-person testing is necessary, follow social distancing guidelines or request a proctoring space

Celebrate the Semester's End

- Create a short video
- Have an optional synchronous celebration
- Send students congratulations messages
- Encourage students to keep in touch

Resources

- End-of-semester instructional guidelines
- Screening letter to students
- Flexibility amidst uncertainty
- Compassionate flexibility