NAVIGATING STUDENT ABSENCES

As policies and expectations continue to change in response to public health, we invite you to consider these tips for navigating student absences from a community of care perspective, modeling empathy and flexibility.

ACCOMMODATIONS FOR IN PERSON LEARNING

In extenuating circumstances such as those impacting immunocompromised students, some students may qualify for formal accommodations from the Disability Services Program. Please ensure that students needing accommodation contact DSP first. While DU has many policies outlining classroom behavior and excused absences for COVID, beyond legally mandated accommodations, how you navigate student absences is unique to you and your students, your expertise, and your pedagogical approach. Use this infographic to help you explore additional ways of navigating student absences this quarter.

SHARE ACCESSIBLE RECORDINGS WITH ALL STUDENTS

With Zoom, you could record the whole class, or just the lecture portion; it's up to you!

Here are resources to support you:
- Request additional classroom equipment or book a Meet & Greet through the Digital Media Services Classroom Technology Support webpage
- Use Kaltura to upload recordings (audio or video) to Canvas
- Enable closed captions in your Zoom recordings

SHARE COURSE MATERIALS IN CANVAS

Consider posting your course materials, including lecture notes and presentation material, to your Canvas course for students to access at any time. You may also want to ask other students in the course to collect and share notes. If artifacts were created in class (for example, a group brainstorming board) consider taking photos and sharing on Canvas.

Here are resources to support you:
- Posting files to Canvas
- Creating modules to organize content
- Sharing files within a Canvas discussion board

USE ASSIGNMENTS AND DISCUSSIONS AS ALTERNATIVE FORMS OF ENGAGEMENT WITH COURSE MATERIAL

To plan proactively for absences, instructors should offer their assignments and discussions on Canvas, even if there is an in-person component.

Here are resources to help you:
- Using Canvas to navigate student absences
- How to create an assignment in Canvas
- Exploring asynchronous discussions

PLAN FOR EXAMS AND ACCOMMODATIONS

To plan proactively for absences, instructors should offer their exam on Canvas, even if they have their students take it in-person at the prescheduled time. Transitioning the exam to the online Canvas format can take many different forms.

Here are some suggestions to help you:
- Set up an alternative date and deadline for individual students as needed.
- If the exam is a project or essay, have students submit via Canvas.
- If the exam is presentation based, have students record their portion in advance or explore hyflex options.
- Respondus Lockdown Browser or Respondus Monitor can be utilized to help minimize potential academic dishonesty situations. Visit the OTL blog on inclusive use of proctoring technology for more information.

Seek Support from the Office of Teaching and Learning

If you need help setting up any of these alternative options for participation and accountability, please reach out to the OTL either by setting up 1:1 time with an OTL Instructional Designer or contacting us at otl@du.edu. Additional resources can be found in the Educational Technology Knowledge Base. We are here to support you over the entire lifecycle of your course!