



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## MEMORANDUM

**To:** PVAMU Faculty, Deans and Department Heads  
**From:** James M. Palmer, Provost & Senior Vice President for Academic Affairs  
**Date:** March 3, 2020  
**Re:** eCourses Training for Minimum Presence and Coronavirus Preparation

Recent reports on the new coronavirus, [COVID-19](#), indicate that there are now confirmed cases in several states. While there remain a relatively small number of confirmed cases, it is important for the University to implement a plan of action to be prepared should the situation worsen.

In addition to PVAMU's ongoing planning efforts, consideration must be made to avoid interruption in coursework due to the coronavirus. To this end, the University will consider the use of online learning resources for continuation of learning. Doing so will **require a large number of faculty members to undergo immediate eCourse training**.

Currently, faculty are to comply with [Minimum Online Presence](#) requirements. However, to date, there are 106 faculty members who have not logged into eCourses, and there are still more who have logged in but have not yet posted basic faculty information or a syllabus. Urgent training will begin on Wednesday.

Required basic training of all faculty who had **all items missing or had posted only one item in eCourses by the first week in February** will include "Minimum Presence" and "Basic eCourses." Together, these can be completed in two hours. Other sessions to be offered starting Wednesday include "Intermediate," "Advanced I" and "Advanced II" eCourses Training. Below is an explanation of each:

- **Minimum Presence Training** - 1-hour containing the following:
  - Accessing eCourses
  - Loading the Syllabus/Vita
  - Updating Instructor Information
- **Basic eCourses Training** - 1-hour containing the following:
  - Navigation and Posting Documents
  - Creating Assignments
  - Creating Discussions/Chats
  - Setting-up Attendance
- **Intermediate eCourses Training** - 1-hour containing the following:
  - Setting-up Gradebook
- **Advance I eCourses Training** - 1-hour containing the following:
  - Setting-up Quizzes
- **Advance II eCourses Training** - 1-hour containing the following:
  - Setting-up Multimedia Tools
  - Setting-up Collaboration Tools

Each session will be offered in computer lab locations across campus, and space will be limited to 20 faculty per session. Some sessions will also be offered online as well. See the attached two pages for specific times and locations. A link to [register is here](#).

Deans and department heads will be in contact regarding who must attend. A separate and additional email will come today from Charlene Stubblefield to the 106 faculty members who have never logged into eCourses.

We will do everything possible to avoid any interruption in coursework should the coronavirus spread and require students and faculty to alter their regular classroom schedules. Your support and cooperation will be needed and are expected.

xc: Ruth Simmons, President

eCourses Training								
	Panther CIC Training Room		EE O'Banion #123		Hobart Taylor #1A108		Delco #217	
Wed. - March 4	Basic eCourses Training	12:45pm - 1:45pm	Basic eCourses Training	2:00pm - 3:00pm			Basic eCourses Training	9:00am - 10:00am
	Intermediate eCourses Training	3:00pm - 4:00pm	Intermediate eCourses Training	3:00pm - 4:00pm			Intermediate eCourses Training	10:00am - 11:00am
	Minimum Presence Training	4:00pm - 5:00pm		Minimum Presence Training			3:00pm - 4:00pm	
			Basic eCourses Training	4:00pm - 5:00pm				
Thur. - March 5	Minimum Presence Training	12:00pm - 1:00pm	Minimum Presence Training	9:00am - 10:00am				
	Basic eCourses Training	1:00pm - 2:00pm	Basic eCourses Training	10:00am - 11:00am				
	Intermediate eCourses Training	2:00pm - 3:00pm	Intermediate eCourses Training	11:00am - 12:00pm				
	Advance I eCourses Training	3:00pm - 4:00pm	Advance I eCourses Training	2:00pm - 3:00pm				
	Advance II eCourses Training	4:00pm - 5:00pm	Advance II eCourses Training	3:00pm - 4:00pm				
			Minimum Presence Training	4:00pm - 5:00pm				
Fri. - March 6			Advance I eCourses Training	11:00am - 12:00pm	Minimum Presence Training	9:00am - 10:00am	Minimum Presence Training	9:00am - 10:00am
			Advance II eCourses Training	12:00pm - 1:00pm	Basic eCourses Training	10:00am - 11:00am	Basic eCourses Training	10:00am - 11:00am
			Minimum Presence Training	2:00pm - 3:00pm	Intermediate eCourses Training	11:00am - 12:00pm	Intermediate eCourses Training	11:00am - 12:00pm
			Basic eCourses Training	3:00pm - 4:00pm			Basic eCourses Training	2:00pm - 3:00pm
			Intermediate eCourses Training	4:00pm - 5:00pm				
Mon. - March 9	Minimum Presence Training/ Basic eCourses Training	10:00am - 12:00pm						
	Minimum Presence Training/ Basic eCourses Training	1:00pm -3:00pm						
Tues. - March 10	Minimum Presence Training/ Basic eCourses Training	10:00am - 12:00pm						
	Minimum Presence Training/ Basic eCourses Training	1:00pm -3:00pm						

<b><i>eCourses Training</i></b>		
<b><i>Online</i></b>		
<b><i>Wed. - March 4</i></b>	Minimum Presence Training	11:00am - 12:00pm
	Minimum Presence Training	4:00pm - 5:00pm
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