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Spring 2020

## Emails from Wardman Library to Faculty

David McCaslin

*Whittier College*, [dmccasli@whittier.edu](mailto:dmccasli@whittier.edu)

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### Recommended Citation

McCaslin, D. (2020). Emails from Wardman Library to Faculty. Retrieved from <https://poetcommons.whittier.edu/covid/31>

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**Subject:** Library update  
**Date:** Wednesday, March 11, 2020 at 8:21:28 AM Pacific Daylight Time  
**From:** McCaslin, David  
**To:** Faculty, Staff, students@poets.whittier.edu  
**Attachments:** image001.png

Hello everyone,

In line with the update that we all received yesterday, I wanted to share [this Library page](#) which addresses our general services as well as course support during this time. This page will be available on the [Library's homepage](#) as well.

Our goal is to keep this page up-to-date with any changes from the Library.

If you have any questions, please feel free to contact us.

Sincerely,  
David McCaslin

*David McCaslin*  
Library Director  
Bonnie Bell Wardman Library  
Whittier College  
562.907.4829



**Subject:** A few updates from Wardman Library  
**Date:** Monday, March 16, 2020 at 10:47:19 AM Pacific Daylight Time  
**From:** McCaslin, David  
**To:** students@poets.whittier.edu, Faculty, Staff  
**Attachments:** image001.png

Hello everyone,

I wanted to share a few reminders and updates.

- Please do follow [this page for updates on library services](#) during this period. I will post any changes to our services on this page so it's a good page to regularly check.
- When the Library is open, it will be ID-card only accessible so please be sure to bring your ID card. If you forget your ID, you can use the buzzer. However, before coming to the Library, we do ask that you verify [our hours](#) which are subject to change.
- If you have books checked out from the Library, hold on to them. If you can, please renew them by going [here](#). If you cannot renew, that's okay. You may receive overdue notices. These are automated but you can ignore them. There will be no fines on overdue books. In the coming weeks, I'll send an update about how to handle these overdue books but, in the meantime, don't worry about them.
- For students, if you have a research or reference question, please do not hesitate to contact us at [reference@whittier.edu](mailto:reference@whittier.edu).
- For faculty/staff, if you have a question about Moodle or Zoom, please email us at [moodle@whittier.edu](mailto:moodle@whittier.edu).

Thank you,  
David

*David McCaslin*  
Library Director  
Bonnie Bell Wardman Library  
Whittier College  
562.907.4829



**Subject:** Redshelf is providing free access to their digital textbooks  
**Date:** Tuesday, March 17, 2020 at 11:40:50 AM Pacific Daylight Time  
**From:** McCaslin, David  
**To:** Faculty  
**CC:** Library

Hello,

[Redshelf has announced](#) they will be providing their digital textbooks to students for free through May 25<sup>th</sup>. I don't know how many (if any) of you use a textbook from one of the many publishing partners that RedShelf works with--but it is worth [browsing their collection](#). RedShelf will provide up to 7 free eBooks from their participating publishers.

Students will need to create an account (using their Whittier email) to gain access. I tested this by creating my own account and was able to access a handful of textbooks.

Sincerely,  
David

**Subject:** From the Library: As we approach the move to online classes...  
**Date:** Thursday, March 19, 2020 at 12:57:29 PM Pacific Daylight Time  
**From:** McCaslin, David  
**To:** Faculty  
**Attachments:** WSJ Student Membership Overview - Whittier College.pdf, image001.png

Hello Friends,

I am trying to keep these emails to a minimum but I also want to send along information that I hope will help you as we embark on this adventure of online instruction.

- **Course reserves materials** – Course reserves are heavily used by our students but that access will not be possible for students. If there is a chapter or a selection of a course reserve that needs to be scanned, please let us know ([library@whittier.edu](mailto:library@whittier.edu)). We'll scan it and send you the file. I would recommend posting it to your Moodle course page instead of email it to students. You are also free to scan it yourself (there are document scanner apps available for smart phones as well as an overhead scanner in the Library) and post it for your students.
- **Streaming video options** – For those who rely on DVD reserves, I know getting students access to films is a concern. I sent an email earlier this week that Kanopy has partially addressed the COVID-19 crisis by making more films freely available. You can [access them here](#). If there is a film not freely available, please complete the form in Kanopy and we'll work on gaining access. They have lowered their license fee from \$150 to \$100. In addition, thanks to work by Joe, we will be acquiring short-term licenses (through June 30<sup>th</sup>) for up to 25 feature films through [Swank](#). If there is a film from Swank that you need for a course, please let me know. Our contact is being finalized as I write this email so access may still be days away.
- **Wall Street Journal** – Again, thanks to work from Joe, we will soon be able to provide full digital access to Wall Street Journal. Students, faculty, and staff will need to login with their @whittier.edu or @poets.whittier.edu email address but they will have access to great WSJ resources. I've attached some information on what is available through this subscription. Our goal is to be up and running by next week.
- **Free resources available** – I have updated the [Library's page on our services](#) during this period and included a tab that [lists some of the free resources](#) that vendors have made available. This page also includes COVID-19 resources from a variety of reputable sources.
- **Thanks/Shout out** – Finally, I want to thank all of you for your patience (and continued patience) with us. I also want to give a thanks and shout out to Sonia, Azeem, and Nick who have been doing the bulk of Moodle and Zoom assistance. In many respects, I'm just the messenger to the heavy lifting they are doing so I want to highlight all they have done.

Thanks  
David

*David McCaslin*  
Library Director

Bonnie Bell Wardman Library  
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562.907.4829



**Subject:** Increase file upload size for your Moodle course page  
**Date:** Wednesday, March 25, 2020 at 1:21:02 PM Pacific Daylight Time  
**From:** McCaslin, David  
**To:** Faculty  
**Attachments:** moodle maximum upload.pdf

Dear friends,

We have had a number of questions of the last few days about how to increase the maximum upload size for documents on Moodle. We have already made a site-wide change allowing upload up to 500MB at one time but that will apply to newly created courses. For current Spring 2020 Moodle classes, this will have to be done manually.

For those of you that want to have the ability to upload larger files, especially Zoom recordings, there are a few simple steps that you will need to follow.

We are providing a document (attached) explaining the process of doing this. It will only take a few minutes, and after making this change only once for each of your Moodle course pages, you will then be able up upload up to 500MB at a time.

Please let us know if you have any questions or problems doing this, contact us at [moodle@whittier.edu](mailto:moodle@whittier.edu).

Take care,  
David

**Subject:** Update on Moodle and Zoom

**Date:** Friday, March 27, 2020 at 2:50:20 PM Pacific Daylight Time

**From:** McCaslin, David

**To:** Faculty

Hello Friends and Happy Friday,

I'd like to provide an update on Moodle and Zoom as we close out our first week of online classes.

## **Moodle**

Some of you (or your students) may have noticed a slowness to Moodle. We've noticed this as well and reached out to Remote Learner, who hosts Moodle for us. The decreased speed was pinpointed to the large increase of video files being stored and played through Moodle. While Moodle can be used to upload and store files for courses, it is not a great platform for hosting large video files. The slowness was a result of a traffic jam of students downloading or playing videos through Moodle. After consulting with Remote Learner, we were provided with a recommendation for setting changes (which have been performed by IT). We believe has helped with the decreased speeds that you and your students have encountered. However, whenever possible, we recommend you use alternatives to hosting your Zoom recordings on Moodle (see below).

Please be advised that even with these changes, you may still encounter periods of slowness during peak usage times.

## **Zoom**

Below are some updates and information based on frequently asked questions coming from our campus Zoom users. This information can also be found on our [Faculty Development Website](#) under the [Zoom page](#).

### Zoom Accounts: Basic (free) vs. Zoom Pro or Business/Education (licensed)

There has been information from users about Zoom lifting the 40-minute meeting limit for Basic (free) accounts. As of today, official word from Zoom is that not all Basic accounts are automatically extended past the 40-minute limit and those that are may convert back to the 40-minute limit without prior notice. Here is a link that explains what is covered within each account tier: [Zoom accounts](#).

### Recording Zoom Meetings

Basic accounts have the option of recording meetings locally, which means to your computer. This will create video files (mp4) and depending on the length of your meeting(s), will vary in size.

Licensed accounts have the option of recording locally or to the Zoom Cloud. This means you have 1 gigabyte of storage within the Zoom hosting service. Depending on the length and number of meetings you are recording to the cloud, this can easily take up the allotted amount of storage.

### Options for Hosting your Zoom Recorded Meetings (beyond Zoom or Moodle)

If you have recorded your meetings to the Zoom cloud and have run out of space, you can delete files by following these directions: [Managing Cloud Recordings](#)

Below are some options for hosting recorded Zoom meeting video files that will allow you to create shareable links.

[Vimeo](#)

[YouTube](#)

[Screencast](#)

[Dropbox](#)

[Google Drive](#)

\*Another option is to delete recordings from previous weeks if no longer needed.

Many thanks for your help and support as we continue to look for solutions. For questions, please email [moodle@whittier.edu](mailto:moodle@whittier.edu).

Sincerely,

Sonia, Azeem, Nick, and David

**Subject:** Quick video from Chronicle of Higher Ed and guide on diverse learners  
**Date:** Monday, March 30, 2020 at 6:46:23 PM Pacific Daylight Time  
**From:** McCaslin, David  
**To:** Faculty  
**Attachments:** Image-1[1].jpg

Hi everyone,

I came across this video and thought it might be worth a view: <https://www.chronicle.com/article/Do-No-Harm-The/248363>. Ten faculty members are asked: "What is the best piece of advice or perspective you've gotten?" related to the switch to connecting and instructing remotely.

Also, I've attached an image from the University of Hull about designing for diverse learners.

I hope one or both are helpful.

Take care,  
David

*David McCaslin*  
Library Director  
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**Subject:** Tips on grading in Moodle

**Date:** Friday, April 3, 2020 at 3:23:14 PM Pacific Daylight Time

**From:** McCaslin, David

**To:** Faculty

Hi Friends,

I know we are approaching the homestretch of the semester so I wanted to send along a recording that Azeem was kind enough to put together about grading. We have received questions about grading in recent days and hope this might help. Don't worry—it's only 13 minutes long but it provides some great information:

**[Introduction to Moodle Grading and Gradebook:](#)** The video explains how to access the gradebook, gradebook setup, choosing an aggregation method, manually inputting a grade, creating grade items and categories and finally how to grade an assignment. The gradebook is one of the more challenging aspects of using Moodle, but with practice, it can be a useful tool to record and share grades with your students.

I would add one caveat to this—if you have done your grading outside of Moodle and you are comfortable with that, stick with it.

Also, another reminder about Zoom recording storage. We do recommend you use alternative options for storing your Zoom recordings versus Moodle. Here are some options:

[Vimeo](#)

[YouTube](#)

[Screencast](#)

[Dropbox](#)

[Google Drive](#)

As always, if you have any questions, please feel free to contact us ([moodle@whittier.edu](mailto:moodle@whittier.edu)). We try to work through the tickets as quickly as we can. For any research or reference related questions, please encourage your students to email ([reference@whittier.edu](mailto:reference@whittier.edu)). We can provide consultation by email, phone, Zoom, or chat.

Thank you and have a great weekend,  
David

*David McCaslin*  
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*“Google can bring you back 100,000 answers. A librarian can bring you back the right one.” –*

*Neil Gaiman*