

A *personalized version* of the following message was sent to your University email address for *each DE course* you are assigned to teach. The actual email(s) you received contains information specific to your course(s).

**From:** UI Distance and Online Education [mailto:dce-admin-support@uiowa.edu]  
**Sent:** Friday, December 20, 2019 4:24 PM  
**To:** Spring 2020 Faculty Teaching Distance and Online Education Courses  
**Subject:** ICON Course Site <course number>, Spring 2020  
**Importance:** High

Dear <faculty name>,

**Your Spring 2020 ICON course site is available.** You can post and organize content on your ICON course site at any time. Your site must be activated for students with a finalized syllabus posted *prior to* <course start date>, the day your class begins.

Below are resources for updating ICON for a new semester.

- ICON to-do list for new semester with links to Canvas Instructor Guide  
<https://continuetolearn.uiowa.edu/nas1/de/to-do.html>
- Revised [DOE syllabus template](#)

**The new MAUI in ICON tool** is now available in your ICON site. With this integration you will be able to view your MAUI Class List directly in ICON and send email to everyone in the Class List before the ICON course site is published, etc. See <https://teach.uiowa.edu/icon/maui-in-icon> to learn more.

**Reminder:** UICapture (Panopto) content was moved to Panopto's cloud servers in Summer 2019. Any links to UICapture videos in ICON courses pointing to the old addresses (videos created prior to June 2019) must be replaced with web addresses pointing to the new servers before Summer 2020. See our [web page](#) for more information and tutorial videos on how to replace video links in ICON.

Please contact us at [doe-admin-support@uiowa.edu](mailto:doe-admin-support@uiowa.edu) if you need assistance with your Distance and Online Education course. Visit our website at [teachonline.uiowa.edu](http://teachonline.uiowa.edu) or click [here](#) to learn more about the services and support available to Distance and Online Education instructors.

Thank you,

[DOE Course Administration Team](#)

Jody, Kate, Laura, Matt, Monica and Scott

