

A personalized version of the following message was sent to your University email address for each DOE 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: Monday, April 20, 2020 5:01 PM
To: Summer 2020 Faculty Teaching Distance and Online Education Courses
Subject: ICON Course Site <course number>, Summer 2020
Importance: High

Dear <faculty name>,

Your Summer 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. Please forward this email to the course supervisor/program director as needed.

Below are some resources to help roll your course(s) over from Spring to Summer.

- ICON to-do list for new semester with links to Canvas Instructor Guide
<https://teachonline.uiowa.edu/services/instructor-resources/icon-canvas-resources/new-semester-icon-setup>
- Summer 2020 Calendar by Week
https://continuetolearn.uiowa.edu/nas1/DOE/faculty_emails/calendar_week_count_Sum20.pdf

Have you updated all UICapture links for videos created before June 2019 in ICON?

Please be sure to replace all links to UICapture videos created before June 2019 with corresponding links to the new server in your Summer ICON course site. While the old URLs should continue to work through the end of summer session, it is best to make the updates now so your course will be ready for this summer as well as future sessions. 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 if you need assistance with your Distance and Online Education course. Visit our website at 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

