

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: Distance and Online Education [mailto:doe-admin-support@uiowa.edu]
Sent: Tuesday, October 29, 2019 4:02 PM
To: Spring 2020 Faculty Teaching Distance and Online Education Courses
Subject: Teaching <course number> <course title>, Spring 2020
Importance: High

Dear <faculty name>,

You are receiving this message because you are the instructor of record for <course number> <course title>, Spring 2020.

Early registration for Spring 2020 begins on November 11, 2019. If you have not already done so, please take a moment to review the course details provided for students on MyUI (<http://myui.uiowa.edu>) and notify your department administrator if any changes or updates are necessary.

Textbook information should be available to students prior to early registration. Federal legislation requires that book titles, ISBN numbers, and prices of required and/or recommended books be available to students *prior to registration*. If textbook information for your course is not posted on MyUI (<http://myui.uiowa.edu>), contact your department administrator with details regarding required and/or recommended books.

Federal financial assistance is dependent upon UI compliance with this legislation.

The University of Iowa Libraries would like to introduce [OpenHawks](#), a new library-led grant program, which funds faculty efforts to replace their current textbooks with Open Educational Resources (OER). The link above includes information about levels of funding, deadlines, and how to apply.

Your Spring 2020 ICON course site is available. You can post and organize content on your ICON course site ([see resources](#)) at any time. Your site must be published for students with a finalized syllabus posted *prior to 1/21/2020*, the day your class begins. Please contact us at doe-admin-support@uiowa.edu if you need assistance with your distance education course or if you are interested in learning more about the services available to you through Distance and Online Education.

Does your course have UICapture videos that were created before June 2019? If so you will need to replace the UICapture video links in ICON.

In Summer 2019 the UI moved UICapture content to different servers. Links to videos created prior to June 2019 are currently being redirected to the new servers; however, the redirects are temporary. See our [web page](#) for more information and tutorial videos on how to replace video links in ICON.

We are currently working with faculty on Summer 2020 and Fall 2020 course development and revision. Please contact us now if you would like our assistance with substantial revisions to your course for a future semester. 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

