Dear Colleagues,

I'm writing with some guidance for the first week of what will be a decidedly unusual fall term. Some of this repeats the recommendations issued by the Committee on Instruction last spring, but there are a few new wrinkles given the multiple course modalities this time around.

- All faculty should have a Moodle page set up for each course they are teaching no later than **Friday, September 11 at 5:00 pm**. Please prepare your syllabus and post it to Moodle before the first day of the term.

- If you are teaching a **remote synchronous** course**,** post a Zoom link before the first day of the term on Moodle so students know how to "show up" on the first day. If you are teaching an **asynchronous** course, be sure to include instructions on the course Moodle site for required work during the first week. You will need some kind of assignment or check-in before the end of the week so we can be assured that students are participating in your course.

- **Please only teach in the classroom you have been assigned.** Only the classrooms that are scheduled for in-person or hybrid courses have been configured with socially-distanced seating. If you would like to use a different room for teaching than one which you are assigned, please first email me and David Berk so we can make necessary arrangements.

- Leave your **Moodle sites for remote courses open** for the first week until enrollment stabilizes. After that point, you may introduce an enrollment key and remove students who aren't enrolled in the class from the site if you wish. This will give students an opportunity to "shop" for remote courses.

- Communicate with students during the first week of the term through the **announcement forum** on a course's Moodle site. You may also use the official class email list, but bear in mind that this will not reach all students in your course until enrollment stabilizes.

- Remember that students will not need your permission to **add/drop** your courses during the first week unless it is a limited enrollment course. Students enrolled on Moodle are not necessarily enrolled in the course; students need to enroll on Voyager for that to happen.

- More courses this term than usual have enrollment limits, which means they may have **wait lists**. Students have been told that they should not show up to the classroom of in-person or hybrid courses unless they are registered. This means that they may be emailing you asking if there is space in your course. Remember that you may drop a student who doesn't show up on the first day of a limited-enrollment course. It may take the first week for enrollment to stabilize. Do not feel obligated to permit students to enroll that would exceed the enrollment limit.

- You are welcome to meet personally with students **outdoors** on campus while observing our pledge guidance about masking and social distancing. Off-campus gatherings must adhere to the University's travel policy, and should be conducted only for reasons directly connected to coursework.

- All **computer labs** have been configured for social-distancing. This has been done by removing the keyboard and mouse from the computers that should not be used. Note as well that some computer labs have been configured for remote access both for on-campus use as

well as from off-campus. If you routinely require your students to use software in a particular computer lab, contact the Helpdesk to inquire about remote access for your students.

We're also sending students a communication about what they should keep in mind for the first week of the term. I've attached that for your reference.

I wish you all a good start to the fall 2020 term.

Take care, and be well,
Peter