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## Things to consider

1 message

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To: FacultyList <facultylist@fitchburgstate.edu>

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Colleagues,

Some updates as we begin this week's goal of transitioning courses to remote delivery.

The academic leadership will be meeting tomorrow after that time chairs, program directors and Deans will have more information to share. I know many of you have already started this work, and some are going to attend, or watch the trainings to begin the work, and even others are waiting for more information to discuss how to proceed with experiential courses (labs/studios). So, I wanted to give some initial information.

### **Please communicate with students early this week.**

As you form a plan, use email or Blackboard to communicate with your students. Share with your students your general plans and when they should expect to hear from you. Also reach out to the students and inquire if your students feel that they can access blackboard, google hangouts, emails remotely so that they can receive the information you will be sending. Please keep a list of students who identify a problem with their access, and we will be asking for that information, in addition consider what platform to use based on the student access issues.

### **Plan to cover the essentials**

Consider the essential learning outcomes in your course. There are many ways to provide inclusive, highly engaged learning in the context of an online or remote course.

### **Use tools that are familiar to you and your students**

Any unexpected shift in instruction creates a lot of stress. Be gentle and flexible with yourself and your students. Introducing too many new tools and approaches may leave even less energy for learning. It is okay to select low-tech solutions to accomplish course outcomes (e.g., just using email to exchange files and communications). If you need to try something new, please utilize University resources and reach out to colleagues for help.

### **Resources**

In addition to the trainings to be offered this week. The link below provides a series of resources to assist you transition your courses.

<https://www.fitchburgstate.edu/offices-services-directory/technology/remote-teaching-resources/>

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