

Course Communication Guide During a Campus Closure

Communication with your students is the most critical aspect of successfully transitioning your face-to-face class to an online format. Use the example messages below to ensure you're establishing good communication practices with your students from the start.

Please remember these are just example emails, so feel free to modify to fit your specific class!

Please use the links below to jump to the specific email you need.

1. [Classes Canceled - Let students know you are working on the plan](#)
2. [Let Students Know The Plan](#)
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1. Classes canceled - Let students know you are working on the plan

Send this email as soon as possible.

You can email your class in Gmail by using the following format for your class roster in the 'To' line: 20_SP_FT_GEO_308_01. You may also post an Announcement in Isidore. [See more.](#)

Subject: Classes Canceled - Get Home Safely

Body:

Hello everyone,

As you are aware, the University has suspended in-person classes until at least April 6th.

Right now, my priority is for you to all get home safely. If you are having trouble getting home or have housing concerns, please don't hesitate to reach out to housing@udayton.edu.

I am working with my chair and colleagues to establish what is expected of our course going forward. I am also working on a plan for what to do with our course. I will be in touch by DATE HERE to let you know how we will proceed for our course.

Please don't hesitate to reach out to me with any questions or concerns. I will be checking my email regularly.

In the meantime, please stay safe and well.

2. Let Students Know The Plan

Send this email sometime around Monday, March 16th.

You will have had some time to think through how you want to run your course and collaborate with your Chair and colleagues

Subject: Update on our course

Body:

Hello class,

I hope you have all made it home safely at this point. Please don't hesitate to reach out to me or to housing@udayton.edu if you have outstanding housing concerns.

We are on spring break this week, but we will resume our learning for our class on Monday, March 23rd - but in an online format.

[[[DEPENDING ON HOW YOU ARE TEACHING, CHOOSE ONE OR MULTIPLE OF THE OPTIONS BELOW] AND MODIFY AS NECESSARY]]

- Option 1 - Class through email:

We will be communicating and conducting class through email. We will not have live class discussions.

Prior to our regularly scheduled class meeting time, I will email you all the resources you need. This will include links or attachments to readings, videos, etc. I will also email you instructions for your assignments including what the assignment is, the assignment's point value, when it is due, and how to deliver it to me (which will be email).

- Option 2 - Class through Isidore, no synchronous class sessions:

I have created/updated an Isidore site for our class. This will be the central hub for all our learning for the next few weeks. I will post Announcements in this site every week with a detailed explanation of what we will be doing and where to look for your resources and assignments.

You can find our Isidore site by logging in to isidore.udayton.edu. Click on the **Sites** button in the top right corner.

Please check our Isidore site regularly for updates, though I will also be communicating any important changes via Announcements, which goes to your email.

I will be collecting Assignments electronically via the Assignments tool. I will be posting discussion forum prompts to the Forums tool. I will be delivering quizzes via the Tests & Quizzes tool.

- Option 3 - Class through Isidore with synchronous class sessions:

I have created/updated an Isidore site for our class. This will be the central hub for all our learning for the next few weeks. I will post Announcements in this site every week with a detailed explanation of what we will be doing and where to look for your resources and assignments.

You can find our Isidore site by logging in to isidore.udayton.edu. Click on the Sites button in the top right corner.

Please check our Isidore site regularly for updates, though I will also be communicating any important changes via Announcements, which goes to your email.

I will be collecting Assignments electronically via the Assignments tool. I will be posting discussion forum prompts to the Forums tool. I will be delivering quizzes via the Tests & Quizzes tool.

We will also be meeting live online via the Zoom web conferencing software within Isidore during our regularly scheduled class meetings. When it's time for class, follow the steps below to access our Zoom room:

1. Log in to Isidore and navigate to our class site
2. Click on the Zoom tool
3. Click on the "Join" button next to the upcoming meeting for that date
4. If you have never used Zoom before, you will be prompted to install the Zoom app which should only take a few seconds. The room will launch, and you will be able to test your computer audio (mic and speakers).
5. Feel free to turn on your webcam and mic, and we will begin class!

I look forward to seeing you online, and as always, please don't hesitate to email with any questions.

3. Course Communication Policy to share with Students

It will be helpful to be clear with your students about how they should contact you during this period and when they can expect a response. Consider sharing some version of the text below

Course Communication Policy

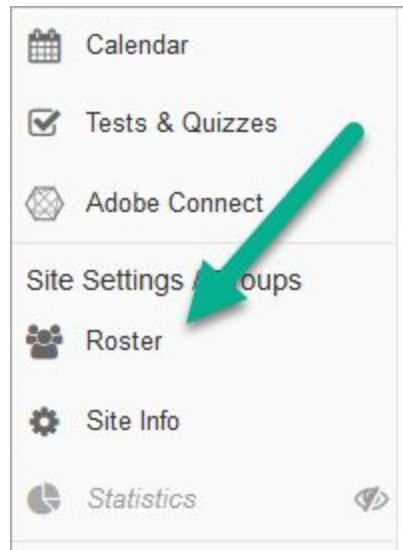
During this period it is important that there are clear and easy modes of communication. I don't want anyone feeling alone or confused about what should be done. Please use the following communication methods:

1. Questions and Clarifications about the Course: These items should be posted in the Isidore **Forums tool**. We want all students to benefit from such questions and answers. This includes questions about the course design, the use of Isidore, and the course material (concepts and problems).
2. Personal Questions/Information for the Instructor: For personal questions, use the email address listed at the top of the syllabus and I will respond. Note: if your question is really a course question, I may ask you to post it on the appropriate discussion forum so that all students will benefit.

Response Time: I will always do my best to respond as quickly as possible but it's important to note that I will not be checking my email every hour of the day. I will check my email (at a minimum) in the morning and evening during the weekdays. I may not be checking my email during weekends so please plan accordingly. You are always welcome to contact other students for assistance with questions too. You can find the email addresses of other students in the course under the 'Roster' tool in the left-hand menu of our course site.



4. No-Show Student

You can see who has accessed your site and when by navigating to the Roster tool in your Isidore course site.



If you do not have the Roster tool installed, please see the [instructions for adding a tool](#).

Within the roster tool, you can see in the “Total Visits” column if a student has not yet accessed your course site:

Picture	Name	Role	Groups	Email	Total Visits	Last Visit
	Amidala, Padme ▶	Student	Ungrouped		5	Jun 27, 2018 at 03:51 PM
	Andrews, Archie ▶	Student	Ungrouped		0	None yet

Send the email below to those students to help them log in.

Subject: SFL 310 Check-in & Reminder

Body:

Hi **Student Name**,

It looks like you have not yet logged in to our SFL 310 Isidore class site yet. I hope everything is OK but I wanted to remind you that there are two items due by Tuesday, March 31st at 11:55 PM.

Please let me know if you have any questions or run into any difficulties that I can assist you with.

I know this is a stressful time but your success is important to me and I want to do anything I can to help.

Best,

Professor Allen

5. Check-in Messages

Subject: PSY 101-01 Checking-In

Example message - please adjust to meet your class needs.

Body:

Hello Students,

We're now a [few days/week] into our online period. I hope that you're doing well and making progress on our class assignment(s).

Please remember that I've posted the work that will be due during this period in our course Isidore site. Look for it under [name of tool].

I have also provided feedback for your first assignments. You can check for your feedback by navigating to [[instructions for finding feedback for whichever tool]].

[[Provide an update about what is happening with campus and classes.]] We don't know definitively yet what the plan is for the rest of the semester, but with any luck, we'll all be back to campus soon enough.

In the meantime, I hope you are staying safe and staying well. Please don't hesitate to reach out to me with any questions at all. I'm very happy to help.

Best,

Professor Allen