

## SPRING 2021 Preparation: Teaching Checklist for Instructors

As you prepare for the spring 2021 semester, we have developed a series of checklist items for all instructors to reference regarding teaching modalities, classroom health protocols and syllabus language. Below you will find several iterations of this checklist, tailored to all instructional modalities we will be offering CSU students again in spring 2021. Our whole university community is grateful to you for the fortitude, the innovation, the flexibility, and the commitment to teaching that you are demonstrating and that you share with our students when you step into your classrooms—virtually or physically—again in January.

<b>✓ For All Instructors Teaching in All Modalities</b>
<b>Complete the <a href="#">COVID-19 Reporter immediately</a></b> if you have COVID symptoms or have received a positive test from a non-CSU testing site. Report any COVID-like symptoms or if you believe you have been exposed to someone who
<b>✓ For All Instructors Teaching in All Modalities with a Face-to-Face Component</b>
<b>Obtain face coverings for your personal use.</b> If possible, please provide your own face coverings to preserve university supplies for those who cannot afford them. If you need a face covering, they can be obtained by your department office through a central supply.
<b>✓ For Instructors Teaching in a Full-time Face-to-Face Course Delivery Modality</b>
<b>Locate your classroom(s) and assess the available and/or built-in classroom technology.</b> (If you wish to physically visit a classroom(s) prior to the semester, please contact your Department learn how to access classrooms per current limited campus(es) access protocols.)
<b>Master the available classroom technology</b> through self-guided study, by consulting tech support, and/or via <a href="#">ACNS-TILT resources</a> . Arrange for use of a personal microphone or understand how to work the broadcast mics in a room. <a href="#">Keep Teaching</a> was developed to help with course preparation, moving RI courses material to Canvas, and more.
<b>Determine the number of students enrolled</b> in your class(es) and <b>review the physical distancing and other public health precautions</b> you will need to follow, <b>based on the total number of people in your class.</b> The capacity of each classroom is available from your Department Chair and on the seating chart on the Registrar’s site.
<b>Use the seating chart for General Assignment Classrooms</b> to assign your students to permanent seats before class meets. Charts will be made available on ARIESweb (Instructor Tools>Class List link). An instructional video is available at <a href="https://youtu.be/hQV9QS4sDSI">https://youtu.be/hQV9QS4sDSI</a> .
<b>Please do NOT rearrange furniture or remove tape on the floor.</b> Tape indicates where students SHOULD sit. Faculty and instructors do not have to adjust classroom spaces and should not do so. <ul style="list-style-type: none"> <li>• Also note your classroom's exit and entry plans (e.g., are you in a room with multiple doors or a room with a single door?). Wayfinding signs will be placed throughout buildings and GA classrooms by Facilities.</li> <li>• If the classroom layout in the seating chart tool does not match what you see in person, please email <a href="mailto:ariesweb@colostate.edu">ariesweb@colostate.edu</a> with specific details (e.g., building, room, specifically what does not align).</li> </ul>
<b>You should wipe down your chair/desk/podium upon entering the classroom.</b> Locate the cleaning supply station, provided by the university, in or near your classroom to get any cleaning materials you need. Facilities Management is cleaning all spaces daily. Cleaning supplies will be monitored centrally.
<b>Students should be instructed to wipe down their desk/table, chair and other shared spaces</b> when they enter the classroom.
<b>University branded signage describing cleaning protocols will be displayed in classrooms.</b> If a sign is missing, please contact your Department or College for a replacement. <b>Please do not create your own signs.</b>
Prior to the first day of classes on January 19 <sup>th</sup> , 2021, <b>send an <a href="#">inclusive, welcoming message to your students</a></b> ; post your plan for the first class session once we resume some in-person instruction on January 25 <sup>th</sup> . Post information and updates on your Canvas Homepage. Please tell students about hygiene protocols, seating charts, and entry/exit plans.

	<p><b>ADD THIS SCRIPT VERBATIM TO YOUR SYLLABUS</b></p> <p><b>Important information for students: All students are expected and required to report any COVID-19 symptoms to the university immediately, as well as exposures or positive tests from a non-CSU testing location. If you suspect you have symptoms, please fill out the COVID Reporter (<a href="https://covid.colostate.edu/reporter/">https://covid.colostate.edu/reporter/</a>). If you know or believe you have been exposed, including living with someone known to be COVID positive, or are symptomatic, it is important for the health of yourself and others that you complete the online COVID Reporter. Do not ask your instructor to report for you. If you do not have internet access to fill out the online COVID-19 Reporter, please call (970) 491-4600. You will not be penalized in any way for reporting. If you report symptoms or a positive test, you will receive immediate instructions on what to do, and CSU's Public Health Office will be notified. Once notified, that office will contact you and most likely conduct contact tracing, initiate any necessary public health requirements and/or recommendations and notify you if you need to take any steps.</b></p> <p>For the latest information about the University's COVID resources and information, please visit the <b>CSU COVID-19 site: <a href="https://covid.colostate.edu/">https://covid.colostate.edu/</a></b>.</p>
	<p><b>Provide COVID-specific information relevant to your course on your Canvas page.</b></p>
	<p>Check the <a href="#">Keep Teaching</a> site regularly for teaching tips and guidance on <a href="#">best practices for remote teaching</a>.</p>
	<p><b>Prominently link to the CSU COVID-19 site in your syllabus: <a href="https://covid.colostate.edu">COVID.colostate.edu</a></b></p>
✓	<p><b>For Instructors Teaching in a Hybrid Course Delivery Modality (see definitions <a href="#">here</a>)</b></p>
	<p><b>Locate your classroom(s) and assess the available and/or built-in classroom technology.</b></p>
	<p><b>Master the available classroom technology</b> through self-guided study, by consulting tech support, and/or via <a href="#">ACNS-TILT resources</a>. Arrange for use of a personal microphone or understand how to work the broadcast mics in a room. <a href="#">Keep Teaching</a> was developed to help with course preparation, moving RI courses material to Canvas, and more.</p>
	<p><b>Determine the number of students enrolled</b> in your class(es), and <b>review the physical distancing and other public health precautions</b> you will need to follow, <b>based on the total number of people in your class</b>. The capacity of each classroom is available on the seating chart for the room, found in the ARIESweb seating chart tool.</p>
	<p><b>Use the seating chart provided</b> to assign your students to permanent seats before class meets. Charts will be made available on ARIESweb (Instructor Tools&gt;Class List link). An instructional video is available at <a href="https://youtu.be/hQV9QS4sDSI">https://youtu.be/hQV9QS4sDSI</a>.</p>
	<p><b>Please do NOT rearrange furniture or remove tape on the floor.</b> Tape indicates where students SHOULD sit. Faculty and instructors do not have to adjust classroom spaces and should not do so.</p> <ul style="list-style-type: none"> <li>○ Also note your classroom's exit and entry plans (e.g., are you in a room with multiple doors or a room with a single door?) Wayfinding signs will be placed throughout buildings and GA classrooms by Facilities.</li> <li>○ If the classroom layout in the seating chart tool does not match what you see in person, please email <a href="mailto:ariesweb@colostate.edu">ariesweb@colostate.edu</a> with specific details (e.g., building, room, specifically what does not align).</li> </ul>
	<p><b>You should wipe down your chair/desk/podium upon entering the classroom.</b> Locate the cleaning supply station, provided by the university, nearest your classroom to get any cleaning materials you need. Facilities Management is cleaning all spaces daily. Cleaning supplies will be monitored centrally.</p> <p><b>Students should be instructed to wipe down their desk/table, chair and other shared spaces</b> when they enter the classroom.</p>
	<p><b>University branded signage describing cleaning protocols will be displayed in classrooms.</b> If a sign is missing, please contact your department or college for a replacement. <b>Please do not create your own signs.</b></p>
	<p><b>Divide your Canvas course into <a href="#">manually created sections if you have not already arranged sections with the Office of the Registrar</a></b> on groups attending on different days of the week (e.g., 1/3 on Mondays, 1/3 on Wednesdays, and 1/3 on Fridays) so you can use separate messaging and assignment due dates for each group. (The combined section can be used for messaging or assignment due dates.)</p>

	<p><b>Prior to January 19<sup>th</sup>, send an <a href="#">inclusive</a>, welcoming message to your students and post your plan for the first day of class on your Canvas Homepage.</b> In this same message or in a second message on the same date, communicate specifically with students in each hybrid grouping within your course to inform them which day of the week they should attend class face-to-face. This is especially important for hybrid courses that will return to campus on January 25<sup>th</sup>. <i>To provide consistency and clarity, have each group attend face-to-face on the same day each week, all semester.</i></p>
	<p>Ensure that <b>students know how to access your Canvas course remotely.</b></p>
	<p><b>ADD THIS SCRIPT VERBATIM TO YOUR SYLLABUS</b></p> <p><b>Important information for students: All students are expected and required to report any COVID-19 symptoms to the university immediately, as well as exposures or positive tests from a non-CSU testing location. If you suspect you have symptoms, please fill out the COVID Reporter (<a href="https://covid.colostate.edu/reporter/">https://covid.colostate.edu/reporter/</a>).</b> If you know or believe you have been exposed, including living with someone known to be COVID positive, or are symptomatic, it is important for the health of yourself and others that you complete the online COVID Reporter. Do not ask your instructor to report for you. If you do not have internet access to fill out the online COVID-19 Reporter, please call (970) 491-4600. You will not be penalized in any way for reporting. If you report symptoms or a positive test, you will receive immediate instructions on what to do, and CSU’s Public Health Office will be notified. Once notified, that office will contact you and most likely conduct contact tracing, initiate any necessary public health requirements and/or recommendations and notify you if you need to take any steps.</p> <p>For the latest information about the University’s COVID resources and information, please visit the <b>CSU COVID-19 site:</b> <a href="https://covid.colostate.edu/">https://covid.colostate.edu/</a>.</p>
	<p><b>Provide COVID-specific information relevant to your course on your Canvas page.</b></p>
	<p>Check the <a href="#">Keep Teaching site</a> regularly for teaching tips and guidance.</p>
	<p><b>Prominently link to the CSU COVID-19 site in your syllabus: <a href="https://covid.colostate.edu">COVID.colostate.edu</a></b></p>
	<p><b>√ For Instructors Teaching Via an Online Course Delivery Modality</b></p>
	<p>Ensure your <a href="#">syllabi</a> still reflect any changes required to accommodate the online teaching modality.</p>
	<p>Follow recommendations from our experts in CSU Online for <a href="#">online course navigation</a> and in TILT for <b>designing a well-constructed online course</b>, and starting the <a href="#">first few weeks virtually</a>, both of which promote student success.</p>
	<p><b>Prepare <a href="#">Canvas</a> as your virtual “home.”</b></p>
	<p><b>Check your Canvas course for <a href="#">accessibility</a>.</b></p>
	<p><b>Familiarize yourself with and get comfortable on your chosen platform (<a href="#">Teams</a>, <a href="#">Zoom</a>).</b> Both these platforms have advanced functionality that can help you make your course more engaging, like pop-up quizzes, both Chat and Q&amp;A features, breakout rooms, etc.</p>
	<p><b>Know your testing strategy for high-stakes exams</b> (e.g., use of the <a href="#">Respondus Monitor proctoring platform</a> or <a href="#">Canvas quizzes</a>) and consider assessment approaches recommended by <a href="#">CSU colleagues</a>.</p>
	<p><b>Connect with your students</b> and send them clear, detailed instructions for how to participate or connect on the “first day of class” recognizing that some students may be new to online or hybrid courses. These connections can be made through many platforms such as email or Canvas – but be sure to clearly define what methods you plan to use to communicate class and course updates and the frequency in which you intend to communicate so students are aware to check for messages.</p>
	<p><b>Provide COVID-specific information relevant to your course on your Canvas page.</b></p>
	<p>Check the <a href="#">Keep Teaching</a> site regularly for teaching tips and guidance.</p>
	<p><b>Prominently link to the CSU COVID-19 site in your syllabus: <a href="https://covid.colostate.edu">COVID.colostate.edu</a></b></p>