

Fall 2020 Preparation: Teaching Checklist for Instructors

We recognize that the COVID-19 pandemic has added unique and rigorous demands to your already challenging jobs as you prepare for this fall semester. To help you navigate this new landscape, we have developed a set of checklists for all instructors to rely on as they prepare their courses. Below you'll find several iterations of this checklist, tailored to all four of the instructional modalities we will be offering CSU students this fall. Our whole university community is grateful to you for the fortitude, the innovation, the flexibility, and the commitment to teaching that you are demonstrating this summer and that you will share with our students when you step into your classrooms—virtually or physically—this August.

√ For All Instructors Teaching in All Modalities	
	Indicate your health status each and every day by means of the Daily Symptom Checker before coming to CSU. Report any COVID-like symptoms or if you believe you have been exposed to someone who has COVID.
√ For All Instructors Teaching in All Modalities with a Face-to-Face Component	
	Obtain face coverings for your personal use. If possible, please provide your own face coverings to reserve 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. Face shields should only be used for 12 foot+ distancing; the university will purchase the shields and distribute to department offices when they are made available. Please work with your department to obtain one.
	CSU produced a video that illustrates public health precautions in use in a real CSU classroom setting. These precautions were tested during pilot classes this summer: COVID-19 Health Protocols for Fall 2020 .
√ For Instructors Teaching in a Full-time Face-to-Face Course Delivery Modality	
	Locate your classroom(s) and assess the available and/or built-in classroom technology. (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 access protocols. You may not be able to get into your assigned classroom but you can use technology in Clark or Eddy with prior reservation after August 10 th .)
	Master the available classroom technology through self-guided study, by consulting tech support, and/or via ACNS-TILT mini-classes . Arrange for use of a personal microphone or understand how to work the broadcast mics in a room. Keep Teaching was developed to help with course preparation, moving RI courses material to Canvas, and more.
	Determine the number of students enrolled in your class(es) and review the social distancing and other public health precautions you will need to follow, based on the total number of people in your class. The capacity of each classroom is available from your Department Chair.
	Use the seating chart provided by Facilities for General Assignment Classrooms to assign your students to permanent seats before class meets. Charts will be made available on the Keep Teaching site.
	Please do NOT rearrange furniture or remove tape on the floor! Tape indicates where students SHOULD sit. Information was previously communicated through a RAD focused email that is inaccurate – faculty and instructors do not have to adjust classroom spaces and should not do so. If your classroom has not been assessed and marked, please contact the Pandemic Preparedness Team. <ul style="list-style-type: none"> • 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. • If you have concerns or questions about your classroom arrangement, please contact the team at pandemicplanning@colostate.edu.
	You should wipe down your chair/desk/podium upon entering the classroom. 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.

	Students should be instructed to wipe down their desk/table, chair and other shared spaces when they enter the classroom.
	University branded signage describing cleaning protocols will be displayed in classrooms. If a sign is missing, please contact your department or college for a replacement. Please do not create your own signs.
	By Wednesday, August 19th , send an inclusive, welcoming message to your students ; post your plan for the first day of class on your Canvas Homepage. Tell them about hygiene protocols, seating charts, and entry/exit plans.
	ADD THIS SCRIPT VERBATIM TO YOUR SYLLABUS Important information for Students: All students should fill out a student-specific symptom checker each day before coming to class (https://covidrecovery.colostate.edu/daily-symptom-checker/). In addition, please utilize the symptom checker to report symptoms, if you have a positive test, or exposed to a known COVID contact. If you know or believe your have been exposed or are symptomatic, it is important for the health of yourself and others that you report it through this checker. You will not be in trouble or 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. For the latest information about the University's response, please visit the CSU COVID-19 site (https://covidrecovery.colostate.edu/).
	Provide COVID-specific information relevant to your course on your Canvas page. This may include (for example) information about physical distancing expectations for lab or group work and the instructions for students who may become ill with COVID . If consistent wording needed, deans/chairs will help devise
	Prepare to support student learning in stressful circumstances through flexible approaches .
	Prominently link to the CSU COVID-19 site in your syllabus (https://covidrecovery.colostate.edu/).
√	For Instructors Teaching in a Hybrid Course Delivery Modality (see definitions here)
	Locate your classroom(s) and assess the available and/or built-in classroom technology. (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 access protocols. You may not be able to get into your assigned classroom but you can use technology in Clark or Eddy with prior reservation after August 10 th .)
	Master the available classroom technology through self-guided study, by consulting tech support, and/or via ACNS-TILT mini-classes . Arrange for use of a personal microphone or understand how to work the broadcast mics in a room. Keep Teaching was developed to help with course preparation, moving RI courses material to Canvas, and more.
	Determine the number of students enrolled in your class(es), and review the social distancing and other public health precautions you will need to follow, based on the total number of people in your class. The capacity of each classroom is available from your Department Chair.
	Use the seating chart provided by Facilities for General Assignment Classrooms to assign your students to permanent seats before class meets. Charts will be made available on the Keep Teaching site.
	Please do NOT rearrange furniture or remove tape on the floor! Tape indicates where students SHOULD sit. Information was previously communicated through a RAD focused email that is inaccurate – faculty and instructors do not have to adjust classroom spaces and should not do so. If your classroom has not been assessed and marked, please contact the Pandemic Preparedness Team. <ul style="list-style-type: none"> ○ 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. ○ If you have concerns or questions about your classroom arrangement, please contact the team at pandemicplanning@colostate.edu.
	You should wipe down your chair/desk/podium upon entering the classroom. 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. Students should be instructed to wipe down their desk/table, chair and other shared spaces when they enter the classroom.

	University branded signage describing cleaning protocols will be displayed in classrooms. If a sign is missing, please contact your department or college for a replacement. Please do not create your own signs.
	Divide your Canvas course into manually created sections, based 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. (You can still use the combined section for messaging or assignment due dates that apply to all students.)
	By Wednesday, August 19, send an inclusive, welcoming message to your students and post your plan for the first day of class on your Canvas Homepage. In this same message or in a second message on the same date, communicate specifically with students in each manually created section of your course to inform them which day of the week they should attend class face-to-face. <i>To provide consistency and clarity, have each group attend face-to-face on the same day each week, all semester.</i>
	Ensure that students know how to access your Canvas course remotely.
	ADD THIS SCRIPT VERBATIM TO YOUR SYLLABUS Important information for Students: All students should fill out a student-specific symptom checker each day before coming to class (https://covidrecovery.colostate.edu/daily-symptom-checker/). In addition, please utilize the symptom checker to report symptoms, if you have a positive test, or exposed to a known COVID contact. If you know or believe you have been exposed or are symptomatic, it is important for the health of yourself and others that you report it through this checker. You will not be in trouble or 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. For the latest information about the University’s response, please visit the CSU COVID-19 site (https://covidrecovery.colostate.edu/).
	Provide COVID-specific information relevant to your course on your Canvas page. This may include (for example) information about physical distancing expectations for lab or group work and the instructions for students who may become ill with COVID . If consistent course specific wording needed, chairs will help devise
	Prepare to support student learning in stressful circumstances through flexible approaches .
	Prominently link to the CSU COVID-19 site in your syllabus (https://covidrecovery.colostate.edu/).
✓ For Instructors Teaching Via an Online Course Delivery Modality	
	Ensure your syllabi still reflect any changes required to accommodate the online teaching modality.
	Follow recommendations from our experts in CSU Online for online course navigation and in TILT for designing a well-constructed online course , which promotes student success and a rewarding course experience for all.
	Prepare Canvas as your virtual “home.”
	Check your Canvas course for accessibility
	Familiarize yourself with and get comfortable on your chosen platform (Teams, Zoom). Both these platforms have advanced functionality that can help you make your course more engaging, like pop-up quizzes, both Chat and Q&A features, breakout rooms, etc.
	Know your testing strategy for high-stakes exams (e.g. use of the Respondus Monitor proctoring platform or Canvas quizzes) and consider assessment approaches recommended by CSU colleagues .
	Connect with your students and send them clear, detailed instructions for how to participate or connect on “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.
	Provide COVID-specific information relevant to your course on your Canvas page. For instructors of online courses, you may not find much necessary here, but the instructions for students who may become ill with COVID would certainly be relevant. If consistent course specific wording is needed, chairs will help devise
	Prepare to support student learning in stressful circumstances through flexible approaches .
	Prominently link to the CSU COVID-19 site in your syllabus (https://covidrecovery.colostate.edu/).

✓ Checklist for **Hyflex** (aka “flexible mode;” TAMU handbook) course delivery modality

Speak with your Chair for further advice.