Dear Faculty Colleagues,

As we continue to monitor the spread of Coronavirus (COVID-19) and its effects in our communities, we need to plan for the possibility that some or all classes may be temporarily suspended, or that individual students and faculty will be prevented from attending due to illness or quarantine. In the event of a prolonged closure, faculty will be responsible for ensuring continuity of instruction and maintaining student engagement and learning.

No one-size-fits-all solution is being mandated—nor would one be appropriate to the diverse forms and modalities that teaching takes on our campus—but a number of resources are available to help. Faculty are encouraged to be flexible and should plan to communicate with students and adjust class assignments and meetings in a way that can best meet their learning goals. Academic leaders (deans, chairs, and directors) are expected to work with faculty to ensure the continuity of instruction: we are requesting that departments, programs, and schools meet within the next week to develop a plan for ensuring instructional continuity if face-to-face teaching is disrupted. This is especially important in the case of multi-section courses and those with lab, studio, or fieldwork components.

The Center for Equity and Excellence in Teaching and Learning (CEETL) and Academic Technology have prepared information and links that can be found below and on an Instructional Continuity website, which will be updated regularly. In addition, faculty transitioning from a face-to-face to an online teaching mode can enroll in a CEETL Online Teaching Lab. CEETL has also prepared a series of in-person and zoom workshops to support these efforts:

**Getting Started with iLearn**  
Wednesday, March 4th: 2-3pm  
Thursday, March 5th: 11am-12pm  
Friday, March 6th: 12-1pm

**Getting Started with Zoom**  
Thursday, March 5th: 2-3pm  
Friday, March 6th: 10am-11am

**Getting Started with Online Teaching**  
Monday, March 9th: 12-1pm

For more information and to register, visit the CEETL Online Quickstart Webpage.

Thank you for your efforts to support our students’ educational needs in these difficult and unpredictable circumstances.
SUPPORT FOR INSTRUCTIONAL CONTINUITY: FAQs

WHAT CAN INSTRUCTORS DO NOW TO PREPARE FOR THE POSSIBILITY FOR A CLOSURE?

- Develop a plan to communicate with your students in the event of a campus closure. To start, log into Faculty Center and download your rosters so you can email and communicate with your students.
- Plan how to adjust course policies related to class attendance, assignments, and assessment so as to best accommodate all forms of instructional disruption.
- Plan for a reliable method to remotely collect and submit final grades.
- Make sure that any course materials on your desktop computer have been backed up and are available to you remotely.

IS THERE A WEBSITE WITH INSTRUCTIONAL CONTINUITY RESOURCES?

- Additional resources will be available on the Instructional Continuity website.

WHAT IF I DON’T USE ILEARN?

- Instructors who are not familiar with iLearn can refer to the Online Quickstart resources to help them prepare for the use of online resources to continue instruction remotely.

HOW DO INSTRUCTORS COMMUNICATE WITH STUDENTS?

- iLearn provides multiple ways to contact your students; the easiest is the Quickmail block. For support materials, visit the iLearn Quickmail support page.
- Instructors can download student emails in class rosters and use traditional email to maintain contact and communication with students.

WHAT ARE THE MINIMUM COURSE COMPONENTS THAT INSTRUCTORS SHOULD HAVE AVAILABLE TO STUDENTS IN THE EVENT OF A CAMPUS CLOSURE?

- Minimum course elements include syllabi, assignments, and reading lists. Also include course information, including new course expectations.

HOW WILL ASSESSMENT CONTINUE IN THE CASE OF A CAMPUS CLOSURE?

- Academic Senate policy indicates that finals are no longer are required, which provides an opportunity to make up some instructional time, as well as quizzes, exams, lab work, and other activities during finals week.
• Instructors can use iLearn for quizzes and tests and to collect and grade final exams. For support materials, visit the iLearn Quizzes support page.

HOW CAN INSTRUCTORS CONTINUE TO LECTURE?

• Instructors can continue providing lectures using Zoom. More support materials, visit the iLearn Zoom support page.
• Instructors can also pre-record lectures using Coursestream and deliver to students in the iLearn environment. For support materials, visit the iLearn Coursestream support page.

HOW CAN INSTRUCTORS COMMUNICATE CHANGES IN COURSE EXPECTATIONS (SYLLABI, ASSIGNMENTS, ACTIVITIES) TO STUDENTS DURING A CAMPUS CLOSURE?

• Instructors are encouraged to update their syllabi and promptly communicate to students in a written format any changes that have taken place.

WHO SHOULD INSTRUCTORS CONTACT FOR SUPPORT?

• Faculty are encouraged to take advantage of centrally provided learning technologies to ensure adequate training and support.
• For specific help in using centrally supported learning technologies, contact Academic Technology.
  o Academic Technology Support Contact:
  o Email - ilearn@sfsu.edu
  o Phone - (415) 405-5555
  o Office - LIB 80
  o Website: https://at.sfsu.edu/
  o AT Help Center - View instructional guides and support documents to learn how to use online teaching tools.
  o SF State Request Forms - Make a service request and receive assistance from a team member.
• For redesigning courses to teach online, contact the Center for Equity and Excellence in Teaching and Learning.
  o CEETL Support Contact:
  o Email - iteach@sfsu.edu
  o Phone - (415) 405-5550
  o Office - LIB 240
  o Website: https://ceetl.sfsu.edu/
  o Teaching & Learning Help Center - View instructional guides with information on how to get the most out of the online teaching and learning experience.
Teaching & Learning Request Form - Schedule a consultation with an Instructional Designer by submitting this form or by emailing with 2-3 dates/times you're available to meet (M-F, 9-12/1-5).

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