

Dear Faculty and Instructional Staff,

As you make your final preparations for week 1 of the rest of the semester, remember to reach out early and often to your students. We are communicating with them in a variety of ways, but their primary connection to the university is going to be you, through their courses. During the first week we would like you to engage them in some low stakes assignment, discussion or activity that requires them to submit something, or at least to respond. That way you will be able to find out which students are paying attention, receiving directions, and are able to navigate the Canvas environment. This activity could be a brief survey about their readiness to interact with the course, a short quiz, etc. We've been hearing from students that they are craving some face-time, so if you can arrange occasional video messages or live chats, that would be great.

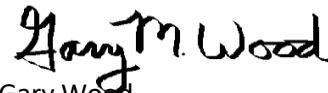
As you identify students who are not responding, please reach out to them. Students having trouble navigating Canvas should be referred to [Canvas](#), [Canvas Student Resources Course](#), [Canvas Interactive Tutorial](#). If you find out about students who do not have sufficient resources to work from home (poor internet access, no functioning computer), please refer them to the [Computer Help Desk \(CTS Help Desk\)](#) for assistance. The full range of tools to assist students is attached.

Good luck next week! Thank you again for doing all you have already done to provide students with a positive experience for the rest of the semester, and please don't hesitate to reach out for assistance.

Sincerely,



Rob Ducoffe
Provost & Vice Chancellor



Gary Wood
Vice Provost