



**Office of the Provost**

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Dear Faculty and Teaching Staff,

A couple of quick notes as we near the first day of the fall semester.

If you are teaching an online class and have not yet published it in Canvas, please do so. Students benefit from having a chance to explore the course materials ahead of time. I realize that in some cases there are legitimate reasons to wait until the class begins, but in general it is good practice to allow students to see the class ahead of time.

If you are teaching a hybrid class, please keep in mind that the only information in the course schedule about hybrid classes is that they have some in-person time and some online components. Please communicate directly with your students before classes begin and let them know the details of your particular hybrid format. If you are splitting a MW class into a M group and a W group, for example, student need to know which group they are in.

Finally, remember the message that "online means online". Unless noted in the course schedule, online students will not be required to come to campus to complete any of the coursework.

Thanks,

Gary

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