

March 14, 2020

Dear colleagues:

This note is a follow up to the communications that you have received from the university via [President Drake's](#) latest coronavirus update and the messages from [Dean Gregoire](#). With respect to teaching and instruction, the first priority is your personal health and well-being. If you are not feeling well and need to make alternative arrangements for course coverage, please contact the appropriate program director and myself.

Course content will be open the week of March 16, but it is important to note that **instruction will not begin for all classes until March 23, 2020.** What this means for you as an instructor is that while students can see material in their course, you and your learners are not expected to complete or turn in any materials until March 23rd, and you should not attempt any instruction before this date. Please continue to check in at the [CSW website](#) to remain informed. You will be updated as we find out information regarding the end-of-semester date.

TEACHING CONTINUITY

General Information Session for Instructors

CSW will host general information and Q&A sessions in the coming weeks to answer questions that you have. We strongly encourage you to attend one of these sessions. Program Directors, Field staff, and academic advisors will be available to answer questions and to assist you. These sessions will be hosted via Zoom. The first session is as follows:

- [RSVP for March 17th at 1PM](#)

Delivering Your Course Using a Digital Platform

It is important to note **that the university has not canceled classes.** Instead, projected until the end of this term, the university is requiring all face-to-face classes to be delivered in an alternative format. The College of Social Work (CSW) has in place [a plan](#) for supporting digital delivery of our face-to-face course content. To support you in continuing to provide instruction, our EdTech team will provide two trainings:

- [RSVP for March 17th at 7PM](#)
- [RSVP for March 18th at 7PM](#)

We strongly encourage you to attend one of the above training sessions. However, if you are not able to make one of the trainings, the sessions will be recorded and a link to the session will be shared with you.

The topics to be covered include:

- Implement your digital conversion planning strategies

- Discuss how to prepare CarmenCanvas sites
- Review synchronous vs asynchronous tools
- Provide training for how to conduct course activities online; including:
 - Lectures / content presentation
 - Class discussions
 - Group activities and presentations (synchronous and asynchronous)
 - Share multimedia/videos
 - Meeting accessibility needs of students

Spring Semester Online Courses

Given the extension of Spring Break, our team has worked to develop a plan to support student learning and wellbeing. During this extended Spring Break, instruction **will not** occur.

- Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) Coursework will be available beginning March 15;
- Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) **Assignments** will not be due before 3/22, as classes resume 3/23;
- Due dates that were previously set to Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) will be changed from 3/21/20 to 3/28/20;
- Work will not be required during extended spring break and **instruction will not be conducted**, but course content will be available;
- If your student requests an incomplete, work with them as normal;
- Instructors should continue to grade assignments and provide feedback to students within two weeks of due dates.
- Faculty teaching online courses with Live Class Sessions scheduled during the extended break should either re-schedule or record without student participation and provide a link to students. A worksheet for those students who do not attend a classroom Zoom session will be provided in the CarmenCanvas course.

The EdTech Team will work on the above updates over the next 7-10 days. Please email them at cswedtech@osu.edu if you have any questions.

Spring Face-to-Face Instructors

It is our expectation that all face-to-face courses will conduct live Zoom sessions and be available to students during their scheduled class times each week once instruction resumes. The links to your regular Zoom recordings should be emailed to cswedtech@osu.edu for accessibility and archiving.

FIELD INSTRUCTORS

To keep students on track for graduation and in support of all of the individuals and families our agencies serve, field practicum will resume the week of March 16. We are working with individual students who have health concerns or other reasons why they are unable to return to field. For the field policy on long term closures, please review the [CSW website](#).

COMMUNICATING WITH AND SUPPORTING STUDENTS

You may be receiving emails and questions from students about the status of classes. Again, please share with them that classes **have not been canceled**. Please adhere to the following steps:

- Immediately, send a communication to your class (class announcement and emails) informing them when you will hold class;
- Please inform your students how they are to access digital course materials;
- Note that students will receive a communication today inquiring about their potential need to borrow equipment;
- There are “Quick Start” guides that you can direct your students to in order to learn how to use Zoom and CarmenCanvas to interface with you electronically. Here are the links to that information that can be shared with students:
 - For an overview or introduction to Zoom, please visit one of the Getting Started guides available at <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>
 - You may also join a Zoom Test Meeting to ensure that your system is configured and ready ahead of time by visiting <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>
 - Keep Teaching: <https://it.osu.edu/keepeteaching>
 - Canvas Student Guide: <https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents>
 - Canvas Instructor Guide: <https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents>
- For those students who require socioemotional support, are feeling unsettled, or are in need of general support, counseling and consultation services are still available, including our [embedded clinician](#). If necessary, encourage your out-of-state students to seek services in their local area;
- You should be open to providing incomplete grades at the end of the semester should students at any point be unable to participate due to illness, quarantine, and/or lack of access to the internet or devices; and
- If you are working with students who have accommodations that impact their ability to participate online, contact CSWEdtech@osu.edu.

EDTECH TRAINING AND RESOURCES

We strongly encourage you to attend one of EdTech’s trainings. In the meantime, if you have specific EdTech questions, please complete the form at https://osu.az1.qualtrics.com/jfe/form/SV_7ZAE4KoXvIsZxP and someone will respond. Additionally, emails to EdTech should be sent to: CSWEdTech@osu.edu

IT TRAINING AND RESOURCES

- As always, but even more importantly when working remotely, if you need help please contact us via the helpdesk.
 - This is the best way to ensure a fast response to your issue. Emails to cswhelpdesk@osu.edu will be addressed.
- [Box](#) is accessible as long as you have an internet connection.
 - The Box App will allow you to use files on your laptop directly. If you do not have Box and want it on your laptop, let us know.
 - You can also access all your files at box.osu.edu.
- OCIO has provided a resource at keepteaching.osu.edu with information and tools for online teaching.
 - 8-help is also available for assistance with passwords, Carmen Canvas, zoom, Skype, and other OSU technologies.
 - The University HelpDesk can be reached at 8help@osu.edu or (614) 688-help (4357).
 - To contact the College of Social Work EdTech Team with academic contingency questions, complete the form available at https://osu.az1.qualtrics.com/jfe/form/SV_7ZAE4KoXvIsZxP.

The email communication sent to your students is available at <https://csw.osu.edu/novel-coronavirus-covid-19/>. Please reach out to me if you have any further questions, or feel free to reach out to:

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All the best,

Ramona Denby-Brinson