Colleagues,

Following yesterday’s announcement from President Nellis regarding the suspension of in-person instruction due to COVID-19, please remember that classes are not cancelled; the University is moving all classes to online instruction and all faculty are expected to continue teaching. Please consider the following principles when moving your classes to a virtual/digital environment:

1. **Keep it simple.** The minimum requirement is to transition course delivery to Blackboard or ISMS as the primary means of managing your classes. Using Blackboard to communicate with students, to share resources, and to develop voice-over PowerPoints as a replacement for in-person class meetings is acceptable. Professors who have experience with other technologies (e.g. Adobe Connect) may also use those platforms to deliver course content.

2. **Ask for help.** Our instructional and information technology teams will be extremely busy as we transition to fully online classes. Please do not contact them directly regarding the transition of your classes. If you need support, please talk with your department chair first so that they can prioritize needs and manage the impact on our staff. If you anticipate that you will struggle with technology during the transition, please make sure your chair knows that you will need help and/or seek assistance from colleagues.

3. **Offer help.** The College of Business is fortunate to have many excellent online educators. If you have recently taught a course online (or as a hybrid course), please consider offering resources to others. Department chairs will be asking those with more experience to help those with less experience, in order to make the transition successful. If you have the ability to assist other colleagues, please volunteer with your chair.

4. **Make adjustments.** The goal is to deliver course content and maintain progress toward achieving learning outcomes. As such, please feel free to make adjustments to course delivery (i.e., content, schedule, assessments, etc.) in order to maintain progress. Let your learning outcomes drive your decisions about how to deliver learning activities.

5. **Be patient.** All classes will need to transition to an online format very quickly. This will put pressure on multiple administrative teams and the University infrastructure as a whole. Please be patient with our staff, processes, and students as we make the transition.

6. **Be flexible.** Some of our students may not have readily available technology or internet access when they are not on campus. Likewise, students may not have access to all course materials required at the outset of the course (e.g. textbooks). As such, please consider flexible options or alternatives for those who may have accessibility issues.
7. **Be available.** There will be much uncertainty in the coming weeks and students will have a lot of questions. Please make sure you are responsive to student communications and are available either through emails, calls, or text messages to support students. Maintaining remote office hours is required, so that students will know when you are specifically available for their class.

8. **Focus on the student.** Remember classes are still in session; faculty are expected to act accordingly. As best as you can, please keep student learning in mind when thinking about how to use technologies to deliver content and/or how to adjust planned learning experiences.

The University’s technology offices (OII & OIT) have developed guidance on how to manage the transition and this information can be viewed here: [https://www.ohio.edu/keep-teaching](https://www.ohio.edu/keep-teaching). In the coming weeks, please keep an eye out for new and important communications from various offices on campus. We will continue to send regular updates and highlight effective technologies that could be very helpful to you and your students.

We understand that this is not an ideal situation, the university has sent out guidance on the process which I have attached to this email. However, we remain committed to our students and are working hard to provide appropriate support to you during the transition. Please don’t hesitate to share questions with me and/or your department chair.

Thank you,

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