

## Fall 2020 Preparation for Teaching Checklist for Instructors

The Provost's Office has provided a wide-ranging and detailed guide for preparing for the start of class. <https://canvas.colostate.edu/wp-content/uploads/sites/41/2020/08/Fall-2020-Preparation-for-Teaching-Checklist-for-Instructors-FINAL-August-7.pdf>

We provide this checklist for CLA instructors to help keep track of your progress.

- Indicate your health status (each and every day) by means of the Daily Symptom Checker: <https://covidrecovery.colostate.edu/daily-symptom-checker/>
- Obtain your own cloth face coverings (Department Office will have disposable spares)
- Obtain face shields for use at 12ft. distancing only (available from Department/College)
- View the *Source* video ["Covid-19 Health Protocols for Fall 2020"](#).
  
- Checklist for **Traditional** in-person course delivery modality
  - Locate your classroom and assess improved built-in classroom technology.
  - Master classroom technology through self-guided study, Department-sponsored training, tech support, and/or via [ACNS-TILT mini-classes](#).
  - Determine number of students enrolled in your section(s).
  - Review classroom capacity based on social distancing requirements (information is available from Department Chair) to ensure social distancing.
  - Know the specifics of your classroom PPT approved social distancing layout, exit and entry plans (usually entry on right, exit on left). Contact [pandemicplanning@colostate.edu](mailto:pandemicplanning@colostate.edu) with questions or issues.
  - Know cleaning supplies location in your classroom and review protocols for cleaning.
  - Use the seating chart provided by Facilities Management for each classroom.
  - If you will be using a microphone, make sure that you have arranged to pick up your own mic or understand how to use the broadcast mic in the room.
  
- Checklist for **Hybrid** (see definitions [here](#)) course delivery modality
  - Locate your classroom and assess its built-in instructional technology.
  - Master classroom technology through self-guided study, tech support, and/or via [ACNS-TILT mini-classes](#).
  - Determine number of students enrolled in your section(s).
  - Review classroom capacity based on social distancing requirements (information is available from Department Chair) to ensure social distancing.
  - Divide your Canvas course into [manually created sections](#) based on groups attending on different days of the week so you can use separate messaging and



- assignment due dates for each group. (You can still use the combined section for messaging or assignment due dates that apply to all students.)
- Use the seating chart provided by Facilities Management for each classroom.
- Message students in each manually created section of your course*** to inform them which day of the week they should attend class face-to-face. ***To provide consistency and clarity, have each group attend face-to-face on the same day each week, all semester.***
- Ensure that students know how to access your Canvas course remotely.
- Checklist for **Online** course delivery modality
  - Adjust your syllabus to reflect change to online teaching.
  - Follow protocols for designing [well-constructed online courses](#), which will promote academic achievement.
  - [Prepare Canvas](#) as your virtual “home.”
  - [Check your Canvas course for accessibility](#).
  - Become comfortable with your chosen platform ([Teams](#), [Zoom](#)).
  - Know your testing strategy for high-stakes exams (e.g., use of [Respondus Monitor](#) proctoring platform or [Canvas quizzes](#)) and [consider assessment approaches recommended by CSU colleagues](#).
  - Notify students of how to participate or connect on “first day of class.”
- Checklist for **Hyflex** (aka “[flexible mode;](#)” [TAMU handbook](#)) course delivery modality
  - Speak with your Chair for further advice.
- For All Courses: Inform Your Students**
  - Use verbatim language (provided) in your syllabus to prominently link to the COVID-19 site <https://covidrecovery.colostate.edu/s> and to inform students to fill out a student-specific symptom checker each day before coming to class <https://covidrecovery.colostate.edu/daily-symptom-checker/>
  - Provide relevant COVID information specific to your course on Canvas.
  - By Wednesday, August 19, send an [inclusive](#) welcoming message to your students and post your plan for the first day of class on your Canvas Homepage.
  - Use the common campus script to inform students about campus public health protocols:
    - Communicate the cleaning protocol for students and for faculty station



- Remind students of health protocols (face coverings, distancing, etc.)
- Note classroom exit and entry plans
- Contact the team at [pandemicplanning@colostate.edu](mailto:pandemicplanning@colostate.edu) if you have concerns or questions about your classroom
- [Support learning](#) in stressful circumstances through [flexible approaches](#).

