Fall 2020 Preparation for Teaching Checklist for Instructors


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/](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 with questions or issues.
  - Know cleaning supplies location in your classroom and review protocols for cleaning.
  - 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.

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**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 if you have
careers or questions about your classroom
Support learning in stressful circumstances through flexible approaches.