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Sent: Thursday, March 5, 2020 12:38 PM

To: acadfac@lists.colostate.edu; adminpro@lists.colostate.edu; stateclass@lists.colostate.edu; ddd@lists.colostate.edu

Subject: Academic instruction and business continuity planning for COVID-19 disruption

Dear colleagues,

As we engage in pandemic planning in response to COVID-19 concerns, we are preparing systems in partnership with the university's Central Information Technology office to support academic instruction and business continuity through several online systems.

General information about the university's planning efforts can be found on this new webpage: <https://safety.colostate.edu/covid-19-planning/>. Additional information also has been added to the university's primary online resource at www.safety.colostate.edu/coronavirus.

Information for faculty and instructors

Central IT is currently developing a system for academic instruction that includes:

- A self-service website that will provide resources for faculty and instructors to keep teaching if the university limits person-to-person contact, or to accommodate instructors and students if the university has not limited contact but they are unable to report to campus.
- We recommend that faculty and instructors start preparing their courses for potential online instruction. If you have not used Canvas, reach out to your college Canvas coordinators as a first step. Here's more information about your coordinators: <https://canvas.colostate.edu/canvas-coordinators/>.
- [Online resources](#) are already available to help faculty and instructors add features like gradebook, communication tools, and online quizzing.

Central IT is also currently working with Canvas to scale online instruction, if that becomes necessary, to accommodate online lectures and other features.

Central IT is partnering with CSU Online and TILT on coordinating these efforts.

Information for staff

We also are making plans to support staff in business continuity efforts.

If you are not familiar with Microsoft Teams, we encourage you to start learning more about it.

We anticipate that Teams will be an important communication option if the university limits person-to-person contact.

Teams is part of Microsoft and is already available to you. It has video conferencing capabilities, file sharing, collaboration tools, and other features and is a part of our current Microsoft licensing suite.

Training videos can be found here: [Microsoft Teams Training Videos](#)

Every department or unit has a dedicated Microsoft Teams resource coordinator who can assist with creating new Teams. For more information about your department, see http://help.mail.colostate.edu/coord_summary_dept.aspx.

COVID-19 represents a fluid and rapidly evolving situation, and we are working diligently to make decisions about university response and recommendations and share that information with you. Please watch your email and the university's website (www.safety.colostate.edu/coronavirus) as information evolves in the coming days.

Thank you,

Rick Miranda

Provost and Executive Vice President