

Subject: Communicating with Your Students about Phase III Instruction

Dear CSU Faculty:

The first four weeks of the Spring 2021 semester have gone exceptionally well for our students thanks in great part to your continued communications with them about what to expect in your courses as we transition to different instructional methods across the three phases outlined by [President McConnell in December](#). We now ask that you reach out to students again before next week to make them aware of any instructional method shifts that apply to your courses as we prepare to launch Phase III.

As Provost Pedersen announced last week in [a message to the CSU community](#), we will be bringing back the **remaining in-person hybrid courses on Monday, Feb. 15**. We are able to move ahead with Phase III based on [scaling up our screening capacity](#), [mandatory screening protocols for students, faculty and staff](#), increased resources for contact tracing, and other imperatives to maintain [public health guidelines](#) (including reporting symptoms to the [COVID-19 Reporter](#)).

### **Please Message Your Students by Friday, Feb. 12**

Please send an inclusive message to your students on the Canvas homepage by Friday about your plan for any transition in instructional method for your courses. In this same message, please communicate the following with students in each of your courses:

- *Remind them of the **day, time and location for their section**, if they are to start attending in-person; be sure they understand the in-person vs remote rotation for their hybrid courses.*
- ***If there are no shifts in instructional method** (i.e., sections already fully face-to-face, already transitioned in Phase II to hybrid, or sections that will remain fully remote as designated by your department), **please communicate this to your students** to avoid any confusion about the Phase III impact to their courses.*
- As a reminder, share with students the **RAMweb: guide to teaching modalities** and examples of how to identify instructional methods in their class schedules:  
<https://registrar.colostate.edu/face-to-face-hybrid-or-online-classes/>.

If you have any question about teaching modalities for your courses, confirm with your department's course scheduler (this might be your department chair or head). Also, remember to use the online tool for creating and managing your seating charts for any course with an in-person component (i.e., hybrid or face-to-face). To access the seating charts for sections you are teaching, watch this short video: <https://youtu.be/htdlovtGyB8>.

CSU has had great success in our response to the pandemic since last March by pulling together as a caring and strong Ram community. Thank you for all you have done in helping our students and all you are doing to make Spring 2021 as successful as Fall 2020 was. We are grateful for your dedication and hard work.

Sincerely,

Kelly Long, Vice Provost for Undergraduate Affairs  
with the Undergraduate Teaching Continuity and Recovery Team