

Sent out 3/9/2020

Coronavirus Preparedness Planning For COM Graduate Courses

Dear COM Spring 2020 Graduate Instructors, The Provost's Office has now issued a request that all course content be placed on Canvas on-line this week in the event that FAU classes are cancelled as a consequence of the Coronavirus outbreak.

Please find attached specific instructions for placing your course content on-line and for the administration of on-line exams and quizzes if needed. We recognize that content and learning structures vary greatly between different graduate courses and additional contingency plans may include issuing take-home assignments and exams.

In the event of a school closure or faculty sickness please reach out to your students to let them immediately know your alternate course plans and immediately alert our office. We also encourage faculty to select alternate instructors who could function in their absence if needed.

If a faculty member needs help contacting students or developing a contingency plan specific for their course please don't hesitate to contact our office. We are here to help.

A direct link to Canvas Instructor Modules is: <http://www.fau.edu/canvas/virtualteaching/#teacher>

Thanks so much for your help.

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