

March 11, 2020

Dear CCV Faculty,

Last week I wrote to let you know that, following the recommendations provided by the Center for Disease Control, we have asked students to stay home if they have any of the symptoms of acute respiratory illness (such as fever, coughing, or shortness of breath), and are asking you to assure them that they will not be penalized if they need to miss your class for this reason.

In addition, I encouraged you to think about how you might conduct your class(es) online for a period of time should the need arise. To assist you in doing so, we have developed a short guide, compiled some of the most helpful resources we can find, scheduled a Zoom session for this Friday morning, and put together a task force of faculty and staff to respond individually to anyone who needs support in transitioning their classes to the online environment.

- **[How to Keep Teaching: Moving Your Course Online When Disruption Occurs](#)** – This guide outlines the basic steps, along with questions for consideration, when determining how best to transition your existing course to the online environment. In addition, there are brief descriptions of the tools in Canvas and links to using them. Finally, we've compiled a short list of other resources and guides that we find particularly helpful. You can find this resource in Teach@CCV.
- **Friday Morning at CCV: Moving Your Course Online when Disruption Occurs**  
Friday, March 13, 2020, 9:30-10:30 AM - <https://zoom.us/j/7544879461>  
Disruption can happen for a variety of reasons, including inclement weather, sickness or widespread outbreaks of an illness. On such occasions, utilizing online strategies and tools can help you continue to focus on supporting and instructing students...*and keep on teaching*. Join Jen Alberico, Director of Online Teaching and Learning, and Nicole Stetson, Associate Academic Dean to learn more about how to quickly pivot to online tools when needed.
- **Canvas Support ("Keep Teaching") Task Force** – Contact any of the following CCV faculty and staff members for assistance transitioning your on-ground class to the online environment. They will work individually with you to answer questions and guide you through the process.  
Jen Alberico, [Jennifer.Alberico@ccv.edu](mailto:Jennifer.Alberico@ccv.edu)  
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Because this situation with the coronavirus (COVID-19) is rapidly evolving, we understand that further support and resources may be needed. At this time, CCV classes are being delivered as they were scheduled. Any changes to the status of classes or centers will be communicated immediately. For the latest information and updates, please see the public website: <https://ccv.edu>.

Best, Debby

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