

March 10, 2020

Good afternoon,

We continue to be in regular contact with and receive guidance from the University System of Maryland regarding the coronavirus (COVID-19).

Reported cases of COVID-19 infection in the state of Maryland continue to be limited to those who traveled out of state, eight people in all. There are no cases reported on the FSU campus or Western Maryland.

Here are the newest updates and preparations at FSU:

Classes and Campus Status

- The campus will remain open as usual this week.
- **After spring break, ALL CLASSES, where possible, will shift to online instruction -- no face to face classes -- until at least April 6.** The Provost has strongly advised faculty to adjust their syllabi for this period in response to this extreme situation and to share those revisions with students **by March 20.** (Information on remote teaching technologies is attached.)
- **The campus will remain open following spring break,** and students may return to campus on Sunday, March 22, at the regularly scheduled time. However, if students wish to remain at home during this period, they may do so.
- Guidelines for students doing course work off campus, such as in internships or clinical rotations, are being developed. More information will be shared with mentor faculty. The emergency absence procedure for students is also being developed. Those guidelines will be issued this week.
- Students should ensure they are [signed up for BURG Alerts](#) and check their emails daily during spring break to be aware of developments.

Travel

- Work-related travel to any country for which the CDC lists a [COVID-19 travel advisory](#) is prohibited. We also strongly advise against any other international travel.
- **All non-essential business travel by faculty or staff for this period is canceled. Exceptions to this policy must be approved by your respective vice president.**
- Two Alternative Spring Break programs to Texas and Kentucky have been cancelled, as have spring break study abroad trips to Italy and Germany.

Campus Events

- A list of all campus events through the end of the semester is being compiled. None have been canceled, but organizers should identify the date a cancellation decision must be made.
- Commencement will be addressed on a USM-wide level at a later date.

Administrative and Research

- Administrative departments are reviewing their capabilities for employees to work remotely. Reducing in-person meetings or making use of social distancing is encouraged.

- Faculty should identify any potential issues regarding their scholarship or research based on the above actions and discuss the issue with their dean.

General

- The above measures, as well as frequent hand washing and social distancing techniques, are designed to protect everyone, but especially those in our population who are most vulnerable. Everyone has a role to play in preventing the spread of the disease.
- Everyone should familiarize themselves with the [symptoms](#) – fever, cough and shortness of breath – and how to [avoid the spread of this disease](#) (see information at this [link](#)). If you think you have symptoms, CALL your health care provider (students can call Brady Health at 301-687-4310). Do not visit them unless instructed.
- As a reminder, a website has been set up on the Brady Health site with resources and information, which will be updated regularly: www.frostburg.edu/COVID-19. It is also linked from the front page of the FSU website. We will continue to share these updates as developments warrant.
- Beware of mixed messages in the media or on social media. **Official FSU communications are the only authoritative source of information** regarding FSU operations.

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Technologies Available to Support Remote Teaching

Technologies are available to support remote teaching. The chart below provides an overview of options with links to guides:

<p>Establish a mode of communication you will use with your students and ensure students are aware of this communication method.</p>	<p>Email (<i>Login to Email from Faculty & Staff Web Page</i>)</p> <p>Canvas Inbox</p>
<p>Make your syllabus available digitally.</p>	<p>Canvas Syllabus</p>
<p>Distribute documents and readings.</p>	<p>Canvas Modules, Pages, Files</p> <p>Microsoft OneDrive (Office 365 App)</p>
<p>Use Canvas as a centralized online location where you can collect student submissions.</p>	<p>Canvas Assignments, Discussions, Quizzes</p> <p>Adding an Assignment in Canvas</p> <p>Turnitin within Canvas</p>
<p>Capture your lecture content for students to watch remotely.</p>	<p>BigBlueButton located in Canvas Conferences</p> <p>VidGrid (<i>Have to <u>enable "VidGrid Recording" on your navigation bar/menu</u></i>)</p>
<p>Offer class and/or office hours virtually.</p>	<p>BigBlueButton located in Canvas Conferences</p>
<p>Evaluate student learning and provide grades and feedback.</p>	<p>Canvas Gradebook/SpeedGrader</p>
<p>Manage Canvas course navigation links.</p>	<p>Enable course navigation links</p>
<p>Links to All Canvas Guides.</p>	<p>Canvas Instructor Guide – Table of Contents</p>
<p>Link to the FSU Faculty & Staff Page.</p>	<p>FSU Faculty & Staff Page</p>

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Students have access to a [“Canvas Orientation for Students” course](#) located on their dashboard. If the course isn’t displaying on their dashboard, [students can customize their course list](#) for the Orientation course to display as a favorite.

Best regards,

Rita

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