# Sample Announcement Template for Course Updates due to CoVID-19 closures

This document is designed to help you prepare some messaging for your students as you work to transition your course.

## Tips

Consider Two Announcements – One announcement to let students know that you are actively working on making adjustments to the course, and the second to let them know what the course modifications are, once you have them completed.

Consider video announcements along with text. You can project empathy and caring with your face and voice. This will help humanize your course and perhaps ease some anxiety and stress for your students.

Consider more frequent communication than usual, especially communication that connects with students – some of the updates do not need to be course-related. They can just be chatty or check-ins to help keep them connected.

## First Announcement

This first announcement should
1. Let students know that you are actively working to update their course
2. Give students instructions on how and when you will communicate specific course changes (D2L announcement, email, etc.).

## Sample First Announcement

Hi Everyone,

I'm checking in about (Course Name). As you may have heard by now, the Minneapolis College Campus has extended spring break for an additional week for students, so that faculty and staff have time to prepare courses and campus to help keep everyone as healthy as possible. Your classes will resume beginning the week of March 23rd.

This class is fully online (substitute delivery mode here), so I am not going to need to make many changes. However, since there are no classes this week, I am going to make some *minor* changes in this course so that you won't have any assignments this week, and you won't have a big pile up of assignments later.

Once I've made changes to your course, I will post an announcement in D2L with a complete list of the changes made. This announcement will be added by the end of the week.

In the meantime, stay healthy and safe, and please feel free to email me with any questions or concerns.

## Second Announcement

The second announcement should

1. Explain the new format for the course (if there is one)
2. Provide updates on due dates, assignment delivery options, any format changes
3. Explain course log in expectations – how many times per week should students be logging into the course
4. Explain how to communicate with you, the instructor – email, Ask the Instructor discussion forum, etc.
5. If a fully face to face course is being moved partially or fully online, explain to students how to navigate the course within D2L Brightspace(better yet, create a short screen cast that demonstrates course navigation).

## Sample Second Announcement

This is what I am sending to my students in a fully online course that I teach.

Hi Everyone,

With the extension of spring break, and our campus's commitment to protecting the health and safety of students, staff and faculty, I have had to make some adjustments to your course. As we continue on through the rest of the semester, here are the things that you should know about Introduction to Music:

- This course will continue to be fully online.
- I have changed some assignment due dates, and removed some assignments to keep the course manageable for all of you. You can find all of these new due dates in the updated assignment calendar, which can be found on D2L under Materials/Contents/Syllabus and Other Course Information/Assignment Calendar and checklist.
- Your first stop in the course should continue to be the announcements page on D2L within the course, then the weekly assignments pages. All weekly assignments pages from Week 9 going forward have been updated to reflect the updates to the course and are titled "Week X Assignments – Update".
- The week 9 assignments are now completely optional. I recommend doing them, as they will help you prepare for your final project, but this is entirely up to you.
- I have created a new resource page as a "one-stop shop" for handouts and videos that can help you with your final project. This page can be found by navigating to Materials/Contents/Resources/Resources to Help You With Your Final Project.
- I recommend that you begin checking your school email at least three times per week from this point forward. Communication will be difficult during this time so you will be

less likely to miss important information coming from both me and the college if you get into this habit.

- Use the "Ask the Instructor" discussion forum to post questions about the course that you think all students can benefit from. Email me with personal issues, grade concerns, etc.
- My office hours will now be held using Zoom until further notice. The hours will be the same – 9 – 10:30 Mondays and Wednesdays, and 9:30 – 10:30 on Fridays. I will have Zoom up and running. My Zoom meeting link is: https://minnstate.zoom.us/j/4165529519. Just click on the link to join a meeting with me during my office hours. If my regular office hours do not work for you, please email me some possible meeting times, and I will do my best to make something work.
  - Need help with Zoom? Here is the Zoom resource page.
- Continue to log into the course at a minimum of two times per week – three is better. Remember that you should always log into D2L first. Don't go directly to McGraw-Hill Connect, or you will miss assignments.

Take care of yourselves and do not hesitate to reach out – I am here to help,

Liz