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AY 2023-24 ACADEMIC INSTRUCTION GUIDANCE FOR INSTRUCTORS

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Students may ask you, "If faculty are allowed to teach remotely while they are ill, why can't students be *automatically* allowed to attend class remotely if they are ill?" Remind them that teaching in person and remotely at the same time is very difficult. School of Education | 1501 University Ave. | 303-437-1113 | (a)-s0 Tc3 0 T

*they can make informed decisions about changing a grading basis (pass/fail) or withdrawing from a class. Please make sure you've assigned and graded significant assignments by this point.*

Plan to use CourseAlert for undergraduate classes

The [CourseAlert system](#) covers all undergraduate classes. Course alerts are an important component in ensuring undergraduate student success. A course alert may be submitted for undergraduate students who are not completing assignments, are missing class, are performing poorly on tests and assignments, or are otherwise struggling and may need help. The feedback form is available semester weeks 2 (prorated for shorter classes), and may be submitted multiple times during the term (though only once per student).

Be sure to submit feedback as early as possible during the term and in advance of the drop deadline. Submission dates for spring 2024 and instructions for using the CourseAlert system are posted on the [OIT Course Alert page](#)

If you wish, you may add the following information to your syllabus or your Canvas page:

Course Alerts: This class participates in a campus initiative to notify students early in the term, if there are concerns about a student's grades, attendance, or other areas of academic performance in the course. The goal is to let sra.002 Tw 0.217 196 0 Td [(y2540 Td (Tj -02 Tw 0.217 )fp6x

week during the term or, if the two courses meet on the

*Hybrid classes*

**aldHmes**

COVID19protocols

CUBoulder'spublic health framework

CUBoulderemploysa



What to do if you are concerned about a student's

Do's and don'ts for instruction modes and makeup class sessions in cases of emergency  
If you cannot hold your in-person class on campus due to a weather or non-weather emergency you



## In person or remote? Other teaching situations

*Instructor office hours.* Faculty and graduate students who are instructors of record may hold office hours in person or remotely, at their discretion. Office hour locations/modes for TAs and others who are working under the supervision of an instructor of record should be planned in concert with the instructor of record, so that everyone engaged in teaching the class is aware of office hour plans. Please make the mode/location of office hours clear in the class syllabus.

*Undergraduate advising.* Academic advising and coaching support for undergraduate students are offered both in person and remotely, offering students flexibility in choosing the advising mode that suits their needs. Advising offices are open and staff are on campus on a rotating basis.

*Graduate advising.* Academic advising and support for graduate students are by nature decentralized, with most advising provided by faculty and staff in departments or graduate programs. Students should communicate directly with their faculty advisor and graduate program to determine whether advising is available remotely or in person. Staff in the [Graduate School](#)

## Teaching resources updates from the Center for Teaching & Learning

The [Center for Teaching & Learning website](#) is continually updated with resources addressing a range of pedagogical topics, such as [assessment](#), [classroom management](#), and [inclusivity](#). Our [Course in a box](#) provides educators new to CU guidance on designing, developing, and delivering effective

pandemic. Due to Proctorio's overall low usage, CU Boulder leadership has made the decision to retire the product as a supported campuswide service. OIT is currently conducting an assessment of online proctoring needs on campus to inform our campus' long term online proctoring strategy. Access to Proctorio will end on August 15, 2024 (after summer session D).

Canvas Studio video platform to replace Kaltura by the end of fall 2024  
[Canvas Studio](#) 5P0.001 0

### Research consultations

Students can [schedule a research consultation](#) with a librarian to help them refine and focus research topics, develop successful search strategies and identify appropriate sources for academic research projects and assignments. Faculty can also make use of this resource for their research.

### Bufs One Read

This year's [Bufs One Read](#) title is *The Book of Joy: Lasting Happiness in a Changing World*. The University Libraries and the Renee Crown Wellness Institute will host several events. There is also a Canvas module that can be used to [incorporate the title into your class](#). All first year and transfer students can get a complimentary copy of the book at the CU Bookstore and the CU Museum of Natural History. The theme for the 2024/25 Bufs One Read is courage and adventure, and the new title will be announced during the spring semester.

### Course reserves

By using [course reserves](#)

Curriculum planning and teaching assignments for summer/fall 2024 and beyond



