Resource 1: Announcement Draft for Face-to-Face and Hybrid Courses that will start Online due to the temporary online course delivery

**Subject:** Online Start of the Semester: Expectations and Tips for Smooth Start

Dear Students,

Our Roadrunner community’s health and safety are amongst our priorities. Due to the rise in COVID cases, the spring semester will start virtually with most scheduled classes meeting online for three weeks, from January 18 through February 6.

**How does it impact our class?**

First off, please know that I am here to support you and help you have a wonderful experience and smooth transition to the online mode of delivery.

**How will these three initial weeks of the semester be?**

All lessons will be online. [Enter details based on your specific course modality. For example, if the original format of your course is face-to-face, specify that you will deliver your lessons through Blackboard Collaborate Ultra or Zoom at the same date and time that were indicated in ASAP and provide a link to the lessons. You may consider adding a content area in the course menu with links to your live sessions].

There will be opportunities to connect and interact and it will be my priority to help you stay on track with the course and be successful. A few tips to follow:

1. Connect to Blackboard daily for important updates about the course. Do not hesitate to contact me to schedule a time to talk about the course or your college experience. [Reinforce information about your Student Hours and communication plan.]
2. During the modified Spring operations period, the university will continue to provide robust on-campus services and assistance. Visit the [Student Support Gateway](https://my.utsa.edu/gateway/student/) to learn about the tech and academic resources available to you.
3. If you are not familiar with Blackboard and do not know if you have the right technology to participate in the course, enroll into the 1-hour fully online self-paced [Student Guide to Online Learning](https://odl.utsa.edu/guide/) to get familiar with Blackboard and learn the essential tools to interact with me and your classmates. Also, explore the [Technical Requirements page](https://odl.utsa.edu/tech-specs/) to check your technology. Finally, visit the Student Resources page from the course menu for any technical help or questions not related to this course.

**What is next?**

Review the syllabus and schedule to get familiar with the course structure and expectations and find the instructions to start the course. [Include additional information based on your course design, for example: “Visit the START HERE section of the course and watch the course tour video.]

I look forward to a great semester with you all!

Birds Up and Masks Up!

Signature