Statement from the Department of Education

“To meet the Department’s requirements for providing distance education, an institution must communicate to students through one of several types of technology – including email – described under 34 CFR § 600.2, and instructors must initiate substantive communication with students, either individually or collectively, on a regular basis. In other words, an instructor could use email to provide instructional materials to students enrolled in his or her class, use chat features to communicate with students, set up conference calls to facilitate group conversations, engage in email exchanges or require students to submit work electronically that the instructor will evaluate.” (<https://ifap.ed.gov/electronic-announcements/030520Guidance4interruptionsrelated2CoronavirusCOVID19>)

What does this mean to you as faculty?

* While we at FSW are no longer conducting ground, face-to-face courses and moving toward an online education environment, we encourage you to use technology at the level you are comfortable with.
  + If you are not comfortable with our learning management system (LMS) Canvas or other educational technology tools, you can conduct academic interaction via your FSW.edu email.
    - You can send Power Point lectures, assignments, and other educational instructions using your FSW email. In return, your students can submit their work to you in this manner.
    - FERPA protects against Sunshine State Laws in open records requests so any student work will be protected.
  + All student work must be submitted **electronically** and evaluated with feedback. This can be done with Canvas, email, or other electronic means as long as the institution can document and follow-up for grades.
* You must initiate and maintain regular communication with your students. Again, this can be done through a variety of modalities that you feel comfortable with (e.g. email, Zoom, etc.).
* When thinking about how to finish up the semester, we encourage you to refer to your learning objectives found in the beginning of your course syllabus and emphasize these over other remaining material.

What about Canvas?

* FSW requires that all part-time and full-time faculty utilize the Canvas course room for the following two actions:
  + Input and keep grades up to date using the Gradebook
  + Upload current syllabus.
    - Once you have adjusted your existing syllabus to reflect the changes for the rest of the semester, be sure that students have access to this via Canvas and email.
* If you would like to learn how to better take advantage of Canvas and all the various learning tools, please utilize the self-paced Canvas course “**Introduction to Canvas for Ground Instructors and Staff**” (<https://fsw.instructure.com/courses/592310>)
  + This course only takes approximately 1 hour and 30 minutes to complete!

Other things to keep in mind…

* We’re not looking for impeccable academic performances at this time – we just want to get through the end of the semester while maintaining some academic integrity.
* Try to consider the unusual and stressful situations that your students may be experiencing…
  + Lack of income, displacement, and lack of access to technology are things that may impede their academic performance – be sensitive to assignment requirements and flexible with deadlines.
* YOU ARE NOT ALONE!
  + We have a wealth of information to help you navigate these murky waters we are heading into.
  + The Office of Information and Technology has a dedicated webpage filled with information (<https://fsw.teamdynamix.com/TDClient/2031/Portal/Home/>)
  + On this page you can find FAQ on technology as it relates to transitioning to online (<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=101343>)
  + If you still cannot find an answer, please submit a Helpdesk Ticket