Communication During a Campus Closure

Topics covered in this document

- **Recommendations for Communicating with Students During a Campus Closure**

- **Making Blackboard Announcements**

- **Emailing All Students from Blackboard**

- **Emailing Individual Users from Blackboard**
Recommendations for Communicating with Students During a Campus Closure

- **Communicate early:** In the event of a campus closure, it is essential to contact your students quickly, even if it is just to let them know you will be reaching out soon with more information. It is best to give the students a window of time you expect to respond during. For example, within the next 2 days.

- **Online class sessions:** Let students know when online class sessions will be held regardless of if you will be holding class on the same day and time as normal. If you need to change these times, it is essential you do so quickly to allow your students time to adjust.

- **Due Dates:** Tell students about any due dates that are impacted by a closure. If you plan on changing dates or keeping them the same, let students know.

- **Online assignments:** If you intend on having your students complete presentations, tests, or assignments submissions through Blackboard, tell them when and how these assignments should be turned in.

- **Frequency:** In the event of an extended closure, communication should happen at least once a week. This should include expectations for the week, any assignments impacted by the closure, and how you will be holding office hours.

- **Announcements:** Use announcements for changes to the course structure or due dates. Announcements should be used for information that is important for all users as they will be posted to the course indefinitely.

- **CLU Email:** Email should be used for individual private communication with students. Examples would be grade discussions, student difficulties, and comments addressing a specific student or group of students.

- **Phone:** We recommend forwarding your office phone if you have one. If you do not, consider giving students another number you are comfortable being contacted at.
Making Blackboard Announcements

1. Go to the **Homepage** of the course you would like to make the announcement in.

2. Under **My Announcements** select **more announcements**...
3. In the top left, select **Create Announcement**.

**Announcements**

*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. reoder announcements.*

*Create Announcement*

**New announcements appear below this line**

---

**No Announcements found.**

4. **Input a Subject title** and your announcement.

* Indicates a required field.

**ANNOUNCEMENT INFORMATION**

* Subject: **Campus Closure**

**Message**

*Due to the recent campus closure, we will be holding our class via Zoom at our regularly scheduled class time. Please email me if you have any questions.*

5. **Check the box for Email Announcement** so that your students will receive an email with your announcement and hit **Submit**.
On the **Announcements** page, you will now see your announcement. You are able to reorder announcements as you see fit by clicking and dragging them up and down the list.

<table>
<thead>
<tr>
<th>Announcement</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Campus Closure** | Posted on: Wednesday, March 4, 2020 3:02:44 PM PST  
Due to the recent campus closure, we will be holding our class via Zoom at our regularly scheduled class time. Please email me if you have any questions. |
| **Presentations** | Posted on: Wednesday, March 4, 2020 3:09:01 PM PST  
Hello class. Since we will be holding our class online, presentations will be held over Zoom. If you were scheduled to present this week, please email me a copy of your PowerPoint and handouts before our class on Tuesday. |
Emailing All Students From Blackboard

1. Select **CLU Email** from the list of modules on the left-hand side of your course.
2. Select All Students from the available list.

Send Email
Send emails to others in your course without having to switch to your email account.

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Student Users
Send email to all of the Student users in the Course.

3. Input a Subject and a Message.

EMAIL INFORMATION

To: Student names will be listed here
From: Kaitlin Hodgdon - khodgdon@callutheran.edu (khodgdon@callutheran.edu)
Subject: CLU Email
Message: Hello everyone. In order to provide feedback on your individual projects, I will be emailing you individually over the course of the next week. If you have not received one by Friday, please let me know.
4. To ensure you have a record of your email, check the box for “A copy of this email will be sent to the sender.”

5. If you need to attach a file, select Attach a file and browse your computer for the file. Click Open.

6. When you are done, hit Submit.
Emailing Individual Users From Blackboard

1. Select CLU Email from the list of modules on the left-hand side of your course.
2. Select **Single/Select Users** from the available list.

Send Email

*Send emails to others in your course without having to switch to your email.*

<table>
<thead>
<tr>
<th>All Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Send email to all of the users in the Course.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Send email to all of the Groups in the Course.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Teaching Assistant Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Send email to all of the Teaching Assistant users in the Course.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Student Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Send email to all of the Student users in the Course.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Instructor Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Send email to all of the Instructor users in the Course.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Observer Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Send email to all Observer users in the Course.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Single / Select Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Select which users will receive the email.</em></td>
</tr>
</tbody>
</table>
3. Select a student name from the list, and use the middle arrow to move the name to the selected list.
4. Input a **Subject** and a **Message**.

   ![Subject and Message Input]

   **Subject**: Presentation Feedback

   **Message**:

   Hello Mirwais,
   Please find attached my written feedback on your presentation.
   Best,
   Kaitlin

5. To ensure you have a record of your email, check the box for “**A copy of this email will be sent to the sender.**”

   ![Return Receipt]

6. If you need to attach a file, select **Attach a file** and browse your computer for the file. Click **Open**.

   ![Attach a file]

   ![Choose File]

7. When you are done, hit **Submit**.