



## TEXAS SOUTHERN UNIVERSITY

### MEMORANDUM

#### **TSU Faculty & Staff:**

As conditions continue to evolve with the coronavirus, we want to provide additional information concerning our return from Spring Break. For the weeks of March 23 and March 30, until at least April 4, we will continue to operate the campus utilizing essential personnel, as determined by your supervisor. Likewise, we will extend online instruction until at least April 4.

The university will not be closed, as we need to keep critical offices, departments and services operational. This includes our custodial, facilities and maintenance operations, as well as functions that serve students, employees and the public. We are asking all employees to reach out to your supervisor or unit head to determine if you should report to work. Where appropriate, and with supervisor approval, there will be some flexibility with regard to working from home.

#### **Faculty:**

If you haven't already prepared to transition your class instruction to the Blackboard platform, you should plan to participate in the Blackboard webinars that will continue today (Tuesday). Our OIT team has provided an additional resource for Blackboard training here:

#### **Blackboard Learn Training**

<https://360.articulate.com/review/content/64902561-0ba0-4cd1-9f9b-cd7151f74b44/review>

Additionally, here are several links to Blackboard resources - including YouTube videos and toolkits:

#### **Blackboard Basics**

*How and where do I access Blackboard at TSU?*

<https://youtu.be/EN5JRoL1CTg>

#### **Association of College & University Educators (ACUE)**

Online Teaching Toolkit

<https://acue.org/online-teaching-toolkit/>

**Comprehensive list of institutional Online Resources across the U.S.** (Daniel Stanford, DePaul University)

[Remote Teaching Resources for Business Continuity](#)

## Blackboard YouTube Channel for Instructors

<https://www.youtube.com/playlist?list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN>

### **More Information and Free Resources:**

- Blackboard's Webinar Training Series: [Accelerate Your Transition to Remote Instruction](#). 3 different "product basics" webinars with 28 options to attend
- Blackboard's Webinar Recording: [Prepare to scale online teaching amid Coronavirus](#) On-demand recording from 3/10 webinar.
- [Blackboard Community Site](#) where schools are sharing resources specific to Covid-19 (must register for the site)
- [Blackboard Company Blog](#) and [Blackboard Covid-19 blog](#), both updated regularly

We are sending resources to our students to help them transition and be successful in what will be, for many of them, their first experience with online learning. We have also created an email account ([corona@tsu.edu](mailto:corona@tsu.edu)) that students, faculty and staff can use to ask questions related to TSU and the coronavirus/COVID-19. Also, there is a listing of TSU/coronavirus [FAQs](#) linked from TSU [coronavirus webpage](#).

**Very important:** If, during Spring Break, you are traveling to a country identified by the CDC with a Level 3 Travel Health Notice (currently Italy, China, South Korea, Iran and Venezuela), depending on your travel history, you will be asked to stay home and self-quarantine for a period of 14 days from the time you left an area with widespread or ongoing community spread. It is also suggested that travelers who have left the state of Texas should self-quarantine for a period of seven (7) days. To help the university best assess potential exposure and risks to our campus community, we are asking any student, faculty or staff member who is traveling internationally during Spring Break to let us know in advance by filling out this [form](#).

If you feel that you have potentially been exposed to the coronavirus, or if you are experiencing [symptoms](#), please contact your physician immediately, or contact [TSU Health Services](#) at 713.313.7173. There is a list of [actions to take](#) if you do exhibit symptoms of COVID-19.

We appreciate your understanding and flexibility during these ever-changing times. Our goal is to operate the university in a safe and efficient manner, as well as keep the safety and well-being of our students, faculty and staff as the top priority.

As always...GO TIGERS!