

My exhausted, resilient, amazing colleagues,

You are doing this. You are ready or nearly ready. And you are a community that has connected and supported its members ever more deeply this past week. Thank you. I am inspired. And grateful.

Tomorrow I will wrap up this series of emails; Judy and I will be in touch less frequently, with resources and recommendations, starting next week. Thank you for joining me; I am touched by the many responses and by the faith many of you have placed in me.

If you want to review the series, they can be found here:

<https://www.jjay.cuny.edu/teaching-and-learning-center-tlc>

Before we officially begin our classes tomorrow, let's think through sharing. Sharing, this evening and through the next 10 days, includes

- exchanging information and course and college resources with your students and peers
- exchanging strengths, positive discoveries, and affirmations with your students and peers
- setting and knowing the boundaries for yourself and your students about appropriate boundaries for sharing (What is too personal? Too negative? Not relevant to your shared goals and time?)

Proofing and testing your course and mutual learning will be ongoing. First, be kind. Adapt when you can, keeping your learning objectives and ethics at the center of decisions. Second, be partners. Invite students to help create new norms for engagement and new approaches to keeping the course on track and productive. Third, be progressive in your mindset. Rather than starting from and maintaining perfection, start where you are and aim to be better, as you are able within your circumstances.

Please take time to read through Judy's guidance here:

As classes begin, it's important to remember to be kind to yourself. There will be hiccups until you and your students find a new rhythm for your class. Please give students time to figure out their connections and how to get on board with the class. You can post information to help support students so they feel help is at hand.

Here are some resources you can post for your students:

- Instructions for Writing Center Distance Tutoring (pdf attached)
- Quick Tips for Bb, Bb App, and Passwords (pdf attached)
- Blackboard support email: [BlackboardSupport@jjay.cuny.edu](mailto:BlackboardSupport@jjay.cuny.edu)
- Video: How to Be a Successful Online Learner <https://johnjayonline.wistia.com/medias/s84fcmue8z>

- Are You Ready? Preparation for Online Learning Workshop - Students can self-enroll in this one-hour online workshop on Blackboard. The link can be found under the John Jay Student menu item along the top of the Blackboard screen. (Faculty see John Jay Faculty. It can be found there, as well, for faculty to view).

Some important tips for the first week:

- **Be present.** Send Announcements/Emails and, if you choose, connect virtually (Bb Collaborate or Zoom) *Please Note: There has been some confusion about Zoom and connecting with students. Simply post your meeting link in your course and students will be able to connect. They do not have to claim an account to join.*
- **Be human.** We are all going through an unknown together and together we will make it through. Be sensitive to your students' experiences and challenges.
- **Be Structured.** With your students, review how you have re-organized your course content. Use linear thinking to help find course elements and be simple and specific with your expectations.

#### **Public Service Announcements:**

**Library closing at 5 pm today:** As you read this, the Lloyd Sealy Library has closed for the coronavirus crisis. For those faculty with required reserve materials, the library faculty and staff suggest this: Faculty should either alter their assignments, or, if they have the book at home themselves, they can take photos of the necessary pages or use one of the scanning apps to scan the pages and then put them on Blackboard. One student is in the library right now taking an open book exam using a library reserve textbook.

**How to Make Your Blackboard Course Available:** Please check and double-check!

Bb Video - <https://www.youtube.com/watch?v=WzqGGmMzb0M>

Step by step - <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/faculty/MakingMyCourseAvailableSP13.pdf>

Good luck tomorrow! We wish you continued success as we journey together through this challenging time,

Your faculty support team,

Gina and Judy

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