

Connecting with Students: Suggestions for making contact before your 100% online asynchronous course begins

As we move closer to the start of the spring semester, we need make initial contact with students to help them refocus on the coming semester, feel connected to their instructors, and learn a little about the course they will be taking with us. This will help them begin to prepare for the spring. This initial contact should not be so detailed as to overwhelm them but will lay out a course for further communication. Most importantly, this is also an opportunity to find out information related to their access to technology and internet, challenges they are facing, their living situation, and so on. Below, you will find sample language for this initial contact, survey questions that will help you understand students' situation, and suggestions for how to use the information you gather from students.

Sample language for email to students

Dear students,

I hope this email finds you safe and healthy. As the winter break starts to wind down, we are all starting to think about and plan for the spring, and that can bring uncertainty and worry. That's the reason I'm reaching out to you—to remove some of that uncertainty. I've been spending time the past several weeks developing plans to ensure that the course you're taking with me is a positive and effective learning experience. I'm writing to check in, tell you a little bit about our course, and gather some information from you that I can use to make sure this semester is successful for you and all students!

First, let me tell you a little bit about our course. Our course is what's called a "100% online Asynchronous Course," which means we won't meet in-person but will have the same highly interactive experiences that normally take place in a classroom using Blackboard. You will watch video lectures, have discussions, do activities, and work together in other ways. I'll meet you for regularly scheduled Zoom office hours so we can catch up and work together on assignments where you might have questions or need support. When the semester starts, I'll give you detailed information about how to pace your work online, how to stay organized and up-to-date with the work, and how I have planned all the activities of the course so that you will learn and succeed this semester. I'll also introduce you to the Blackboard tools we'll be using.

Now that you know a little bit more about how we'll be learning together this coming semester, it's time for me to ask you some questions so that I have the right information to ensure that our course is successful.

(At this point in your email to students, direct them to answer these questions in one of the following ways:

- *Email their responses to you. (This is one way to establish a connection with students that can increase their sense of belonging in your course.)*
- *Open a link to a survey in [Qualtrics](#). (You may choose to have students identify themselves on that survey or you can make it anonymous.)*

- *Log in to your course in Blackboard, where they can take an anonymous survey. (Your course must be available to students in order for them to use this option. Please contact ITLAL at teachingandlearning@albany.edu to request a version of this survey that can be uploaded into your Blackboard course.)*

Thank you for taking the survey. I am sure that other instructors will be asking you similar questions, but it is so important for us to learn about your situation so that we can make the best plans for the spring. I'm excited to meet you soon and I wish you continued health as you enjoy the rest of your break! Be in touch!

Survey questions

1. Where will you be living during the spring semester? (Dorm, Apartment in Albany, Home away from Albany but in the U.S., Home outside of the U.S.)

Follow-up question: What concerns do you have about where you will be living? For example, if you are living outside of Albany and commuting, do you have concerns about getting from campus back home to submit work on time? If you are living in a time zone that is different from New York time, do you have concerns about making deadlines for activities or exams?

2. Do you have a device that allows you to use Zoom, Blackboard, and _____.

Follow-up questions: What device do you have? Have you had any problems using that device to go to classes remotely or to use Blackboard or to do other required course work? Are you the only person using that device? If you have to share that device with another person, what concerns do you have?

3. Do you have a camera and a microphone that allow you to speak and be seen on Zoom?

Follow-up question: What concerns do you have about your camera and microphone?

4. Do you have reliable high-speed internet?

Follow-up question: What concerns do you have about your internet connection?

5. Do you have a quiet place to do your school work in your home or dorm?

Follow-up question: What are your concerns about working in your home or dorm?

6. What other concerns do you have? Please share with me any challenges or questions that you have about the coming semester and about our course.

Using the information you gather from students

Students may provide information in the survey that will require you to make some small changes in how you approach teaching. Below you'll find guidance about what the survey may indicate and how you can respond to students in helpful ways.

Survey indicates: Some students live in a different time zone and have concerns about submitting work on time and connecting to classmates for group projects. Other students live outside of

Albany and the commute time between campus (where they attend some face-to-face classes) and home may make it challenging to submit work on particular days or at particular times.

Instructor response: Make sure students understand that you are sympathetic with the situation. Reassure students that deadlines for work submission on Blackboard can be shifted to make allowances for time differences and for long commutes. If your class involves peers working together, consider how you will create groupings that allow all students to find times to meet.

Survey indicates: Some students do not have a reliable device, have limited access to a device, or certain software does not run on their device.

Instructor response: You can begin by normalizing the challenge those students face (they may feel ashamed by their situation) and then help them by referring them to the [technology section of the Academic Resources for Students](#) webpage. Then troubleshoot specific needs students have, such as not being able to run required software, by contacting ITS or colleagues to find a workaround. Communicate this plan and the resulting recommendations to students.

Survey indicates: Some students do not have access to a webcam.

Instructor response: You can begin by normalizing the challenge those students face (they may feel ashamed by their situation) and then help them by referring them to the [technology section of the Academic Resources for Students](#) webpage. Students may need a webcam to participate in synchronous Zoom office hours, in Zoom meetings with classmates, or for other instructional purposes. Until they are able to purchase or borrow a webcam, you can suggest students use the chat function to interact during synchronous Zoom meetings and use email and phone to connect with you and with classmates. Make sure that you structure these forms of interaction for students so that they feel fully included. You can, for example, review the chat at a few key moments during office hours to respond to student ideas and questions.

Survey indicates: Some students do not have reliable high-speed internet in their home.

Instructor response: You can begin by normalizing the challenge those students face (they may feel ashamed of their situation). You can assure students that it is acceptable to turn off their visual feed during synchronous Zoom office hours as that can help with connectivity. You can also let them know that you will remain flexible with deadlines for submission of assignments and assessments due on Blackboard. You can accept work from all students across a span of time and this ensures that students with unreliable internet will likely be able to access Blackboard at some point in that time span.

Survey indicates: Students are in a home or dorm situation that makes it difficult for them to study or join synchronous Zoom office hours or Zoom student work sessions.

Instructor response: You can begin by normalizing the challenge those students face (they may feel ashamed of their situation). Suggest that students may wish to join synchronous Zoom sessions with their video off and that they may keep their audio muted when they aren't speaking. Assure students that they are welcome even when they need to participate in these

ways. Remind them that chat is a good way to communicate during meetings if they don't want to unmute themselves.