

From: [Faculty Development](#)
To: [KU Lawrence All Staff, Faculty and Affiliates](#); [KU Graduate Teaching Assistants](#); [KU Graduate Research Assistants](#); [KU Graduate Assistants](#)
Subject: Additional Course Logistics Info -- New Student Dashboard and more...
Date: Thursday, August 20, 2020 1:21:22 PM
Attachments: [image001.png](#)
[image003.png](#)
Importance: High



Instructors,

Thank you for following these updates closely. I know you have a lot of new information to track as we approach the start of the semester, and I appreciate your diligence. Below you will find additional relevant course logistics information.

[New student information dashboard](#)

The “MyStudents Dashboard” allows all KU instructors to access data visualizations about their current students. The dashboard can help you craft activities, materials and assignments that speak to the needs of an academically and socio-demographically diverse classroom. [Follow this link](#) to visit the dashboard (*you must be logged into KU Anywhere VPN*).

The dashboard is the product of a year-long collaboration between the Center for Teaching Excellence (CTE), the Office of Analytics and Institutional Research (AIR) and more than 60 faculty at KU. A podcast on [Navigating the New Student Dashboard](#) is available on the CTE website. A CTE webpage with additional pedagogical resources will be available soon.

Feel free to contact AIR’s Corinne Bannon at corinne-bannon@ku.edu with any dashboard-related questions or concerns.

[Course timing, capacity and room arrangements](#)

[Ending on time](#)

It is imperative that classes end on time to allow sufficient time for everyone to move carefully and safely between classes and access buildings with the CVKey app. Time between classes has also been increased to 15 minutes to serve this purpose. Please plan accordingly and respect this time as it will be needed for travel between classes.

[Course adaptations and enrollment capacity](#)

Many of you are adapting courses to support students who are unable to be on campus. Students who have approved course adaptations are included in class enrollment counts, however, they do not occupy a physical seat in the class. You can allow additional students to enroll up to the [physical distancing capacity of the room](#) by increasing the enrollment capacity and using permission numbers. Please contact your [department scheduling officer](#) for assistance.

[Students switching sections](#)

Students cannot switch between course sections until they have officially moved into another section in the course management system. This ensures that room capacity in the new course section actually exists. If a student needs to temporarily attend another section due to illness, to make up missed class sessions, etc., you can support this need as long as you ensure sufficient [physical distancing capacity](#) exists.

Room layout

Please do not move or allow your students to move furniture in classrooms. Furniture is arranged to ensure physical distancing. Additionally, furniture must remain in the classroom in which it is placed. **Please note** that students can turn in their seats (without moving them) to speak to their classmates in order to facilitate in-class discussion and collaboration.

Additional safety & syllabus info

In order to assist you in sharing/reinforcing relevant information with your students, attached are two slides you may wish to incorporate into your first class session. These slides (and many other helpful ideas for syllabi) are also available at <https://flexteaching.ku.edu/syllabus-language>.

Again, thank you for your cooperation and hard work as we prepare for this unprecedented semester.

Take care,

Chris



J. Christopher Brown
Vice Provost for Faculty Development
jcbrown2@ku.edu



University of Kansas
Center for Faculty Development and Mentoring
facultydev@ku.edu 785-864-6489
1450 Jayhawk Blvd. Room 145
Lawrence, KS 66045
[Facebook](#) | [Twitter](#)