**Sample Content for a Professor’s Email or Outlook Invitation to students**

“Dear Math 101 Students,

I hope each of you are doing well during the current situation. Do not hesitate to contact me if you are having any difficulties with this class.

A few housekeeping matters related to moving our class to a virtual platform.

1. Below is the link to the Math 101 virtual class for Monday’s at 1pm (insert the appropriate weekday and time) through May 15th (insert date of last virtual class).

2. This email calendar invitation is for our Monday (Insert applicable Weekday) classes. I will send a separate calendar invitation for our Wednesday (Insert applicable Weekday) classes.

3. Please note the class will (or will not) be recorded by the Faculty host. Recorded classes will be available at (Insert Location) for 1-week after the class date.

4. \*\**Select the statement below related to the professor’s preference*\*\*

Professor allows option for Audio or Video feed from students

The **video and audio feed** feature of the attendees **are activated** during the virtual class. Each student has the personal option to disable their camera and mute themselves during the class. Students selecting either or both options will still be able to listen.

*\*If the Chat feature is active, perhaps include*: Students wishing to ask a question or comment should indicate that in the chat feature of the system. The chat feature will only be available to those that log-in to the virtual class not those who only call in. The chat feature is not available on video replay.

*\*If the Chat feature is not activate*, please have the professor tell students how they can ask a question or comment.

Professor does **not** allow Audio or Video feed from students

The video and audio feed feature of the attendees **will not be active** during the virtual class.

*\*If the Chat feature is activate, perhaps include*: Students wishing to ask a question or comment should indicate that in the chat feature of the system. The chat feature will only be available to those that log-in to the virtual class not those who only call in. The chat feature is not available on video replay.

*\*If the Chat feature is not activate*, please have the professor tell students how they can ask a question or comment.

5. \*\**Select the statement below related to the professor’s preference*\*\*

Professor Permits Student Recording

Students are permitted to record the contents of the virtual session to study for the class.

Professor Does **Not** Permit Student Recording

Students are not permitted to record or share the contents of the virtual session. Any attempt to do so will be considered a violation of the Student Code of Conduct among other things.

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6. Please do not share the information on how to access this class with any unauthorized persons. An unauthorized person includes anyone not registered for the class. CSU staff providing academic or technical support or those providing an approved accommodation to the student are considered authorized persons.

7. Class attendance will be taken using *(insert method(s) here….the poll feature of the virtual platform as well log-in and call-in tracking features of the system).*

Signature line

Full contact information

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