Dear CHS Faculty,

We appreciate your hard work and effort during this time, especially since we know many of you are juggling children (and needy pets) while balancing your teaching, research, and service activities. In this message, we are alerting you to some important points related to course instruction:

1) **Academic Status Reports (ASRs)** – We are asking you to please submit ASRs for any students who are earning a D or lower in your class. NOTE: If any students have “disappeared” from your course since Spring Break (they stopped submitting assignments/assessments), submit an ASR as soon as possible so the advisors can reach out to them. Click here for more information on submitting ASRs.

2) **Video Proctoring** - We strongly urge instructors to avoid using video proctoring (e.g., Respondus LockDown Browser with Webcam) for exams unless the course was already set up for such proctoring. Many instructors and students have reported difficulties related to video proctoring related to technology (access, disruptions, etc.). We encourage instructors to consider using alternative assessments [alternative Assessments link] and/or reaching out to the Instructional Support team to discuss assessment options [click for ServiceNow support].

3) **Technology Access for Students** - If you have a student who has reported difficulty accessing technology (computers or wifi), please direct them to this link: [https://lib.asu.edu/laptops-and-hotspots](https://lib.asu.edu/laptops-and-hotspots).

4) **Finals week** - If you intend to have a synchronous final exam, you must follow the class scheduled time during Finals week. Alternatively, you can have an asynchronous exam (e.g., an exam that the students can take anytime within a 24 hour period). **If you will have an asynchronous exam OR if you will be deviating from your syllabus, please inform your students as soon as possible**, so they have plenty of time to prepare/study. We do not recommend moving the final assessment into the last week of classes, unless it was already specified in the syllabus.
Moving a final assessment earlier will mean that students will have less time to prepare for it.

5) **Alternative Grading Option** – If any student asks about alternative grading options, please direct them to their academic advisor or to Carrie Robinson and Tamiko Azuma.

Thank you for supporting your students, and please do not hesitate to reach out to us if you have a question.

*The Academic Success Hub*

Julie Liss, Stavros Kavouras, Tamiko Azuma