



April 13, 2020

Hello.

Thank you for your patience and support during these challenging times for all. As always, the health and safety of our Graduate School USA community is of the utmost importance. As the COVID-19 situation continues to evolve we are doing everything we can to provide the maximum flexibility for our students and faculty. Therefore:

- All face-to-face classes are suspended through May and likely through June 30. The June date and beyond **may be** modified as we learn more about the pandemic situation.
- We (GSUSA) are continuing the process of converting **many** courses to a virtual delivery modality.
- Curriculum Directors and staff are preparing a virtual teaching schedule through the end of June 2020.
- If you are offered a virtual class, you will be contacted to determine your availability to teach the class.
- As we seek to provide a seamless online experience for our students, GSUSA has decided to use the ZOOM platform for virtual delivery:
 - For the next several weeks, Graduate School is providing limited faculty training on the ZOOM platform. When operations return to normal, we may evaluate the need for more robust training and technical support.
 - Instructors who are interested in teaching virtually will need to be *virtual ready* by the date of their assigned class. Virtual readiness includes the instructor's ability to navigate the ZOOM platform as an educator, not just as a participant.
 - To assist with your virtual readiness, ZOOM tutorials, helpful videos and training tools are available (www.zoom.us). *Hint: Watch On-Demand Zoom Training Sessions.*
 - Virtual readiness includes having the appropriate technical requirements to facilitate an online class seamlessly. Instructors will need a web camera, headset (w/microphone) along with the computer or tablet hardware to support the proper use of the platform. The [system requirements](#) for using zoom [can be found here](#).

- Currently, a list of virtual classes is available via www.graduateschool.edu and will be updated regularly. Some classes may be postponed due to low enrollment.
- In response to this challenging time, it may be necessary to convert additional courses to online delivery. Once a determination is made, additional information will be provided as soon as possible.
- Due to the uncertainty of COVID-19, a determination has not been made as to when face-to-face classes will resume.
- Once the COVID-19 precautions are lifted, GSUSA will continue to offer face-to-face classes as well as virtual classes to maintain, and increase, our competitive advantage as the preferred organization for government training.
- If you have any ideas and/or suggestions for helping us develop our virtual environment, please reach out to your curriculum director(s).