



April 30, 2020

Hello.

Graduate School USA is committed to meeting the needs of our students for both personal and professional development no matter where they are. We have expanded our virtual training options across our curricula with courses added through the months of May and June. We are preparing additional virtual and self-paced online course offerings to be added for July and beyond.

The school is also continuing the process of converting many of our face-to-face courses to a virtual instructor-led courses. **Please carefully review the following:**

- **All** open enrollment face-to-face classes are suspended through **June 30**. Virtual instructor-led courses will replace **most** face-to-face classes.
- Once the COVID-19 precautions are lifted, GSUSA plans to resume face-to-face classes, as well as continuing a robust schedule of virtual classes to better serve our students and agencies.
- Curriculum Directors and staff are preparing a virtual teaching schedule through **September 30, 2020**.
- Curriculum Directors will reach out to instructors with regards to virtual teaching assignments. You will be contacted to determine your availability, and virtual readiness to teach the class.

Note: *If you previously agreed to teach a face-to-face class during July – September, **you will not** automatically be assigned to teach the virtual version of the class.*

- As we seek to provide a seamless online experience for our students, GSUSA has decided to use the ZOOM and Adobe Connect platforms for our open enrollment virtual classroom delivery:
 - For the next several weeks, Graduate School is providing faculty training on the ZOOM and Adobe Connect platforms. As we continue to refine our virtual strategy, 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 and/or Adobe Connect platforms 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.*
- To assist with Adobe Connect, please visit *Adobe Connect Learn and Support*, (<https://helpx.adobe.com/support/connect.html>)
- Virtual readiness includes having the appropriate technical requirements to facilitate an online class seamlessly. Instructors will need a personal computer (PC) or tablet with a web camera and microphone, (a headset is preferred). In addition, you should have Internet connectivity with adequate bandwidth and speed to support the platforms. 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.***
- We have changed the start and end times for virtual classes. The new times are:
 - 9:00 am – 4:30pm ET (Eastern Time) for classes that offer Continuing Education Units (CEU) classes
 - 9:00 am – 5:00pm ET (Eastern Time) for classes that offer Continuing Professional Education (CPE) classes
- 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.