

January 28, 2022

Dear Winter Quarter Instructors,

We hope that your quarter is going well. Students are sharing how incredibly happy they are to be back in class, and it's wonderful to see our campus visibly busy again. As of yesterday, there are 262 COVID positive student cases on campus, roughly evenly divided between undergraduates and graduate students. This means that you should only be seeing sporadic absences in your class and most of you will have no students in isolation.

When a student in isolation reaches out to you, please consider their circumstances and be as empathetic, flexible and supportive as possible. Please talk to your class about your policies if you have not already done so. In particular, we are hearing from students who are very anxious because they are missing midterms. Students need to clearly understand course policies for missed exams, and this information should be readily available on the course syllabus. We encourage you to update your syllabus if it does not address how missed exams will be handled, and how final grades will be calculated.

Should a student miss multiple classes due to isolation, it may be helpful to suggest that they ask another student to take notes for them. If the student doesn't know anyone to ask, you or a TA could help facilitate this.

We also encourage you to check-in with your TAs and ask how their quarter is going, and to provide the same support to them as you do to students enrolled in your course.

**Please take a moment to review this week's Top FAQs below**, reflecting questions that we are receiving most often from instructors.

We are grateful for all that you are doing to support our students and instruction teams.

Best regards,  
Sarah, Mary Beth, Suzi & Richard

Sarah Church - Freeman-Thornton Vice Provost for Undergraduate Education

Mary Beth Mudgett - Senior Associate Dean for Educational Initiatives, H&S

Suzi Weersing - Associate Dean of Graduate & Undergraduate Studies, H&S

Richard Webber - Associate Vice Provost & CTO, Learning Technologies & Spaces

**GUIDANCE: Top FAQ's for the week**

We encourage you to continue to refer to Teach Anywhere for guidance. Please reach out to your department leadership when you have questions (e.g., chair, director, or DUS).

**How can instructors manage course absences due to isolation?**

Please see this [document](#).

**How to handle a student who reports they are COVID positive and requests to take the exam remotely?**

Please refer to options detailed [here](#) on Teach Anywhere.

**Can an instructor require students to wear a specific type of face covering?**

No. Instructors should remind students of the preferable face covering types that provide higher levels of protection. The university guidelines are: To best protect yourself and others, wear a well-fitting, high-quality face covering. N95 respirators, KN95 masks, KF94 masks, and double masking (e.g., cloth face covering over a disposable surgical mask) provide a higher level of fit and filtration. Surgical masks and double-layer cloth face coverings remain acceptable though they do not provide the same level of personal protection. Instructors may use masks that they have purchased themselves or they can request masks from their home department or program.

**Are students working in teams within a classroom high risk close contacts?**

No, classrooms remain safe due to masking. This includes students working on team assignments. If a student tests positive for COVID, then they should be provided with guidance for how they can contribute to group work during their isolation period.

**Do instructors need student permission to record their course meetings?**

No. If the streaming and viewing of the recorded sessions are limited to in-class use (e.g., when the recording is made available via Canvas and the access is limited to students in your class), instructors do not need to obtain consent from students.

As stated in the University's [Consent to Use of Photographic Images](#) policy, when a student enrolls in a course, they agree to the University's use and distribution of the student's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of classes. **This student consent policy does not extend to the students in your class, and they may not record or livestream classes without yours and your students' consent.**

Instructors should, however, provide advance notice and be transparent with students about whether their course will be recorded.

If an instructor plans to share the content outside of their class (e.g., make it public), they will need to obtain consent from the appropriate Dean's or Vice Provost's office.

**Can a student record a class or create a zoom link to allow others to participate in real time?**

No. Only members of the teaching team should set up a zoom link, or record the class, as discussed above.

**Can an instructor post their lectures to YouTube or other websites?**

No. Due to statutory and regulatory compliance issues associated with public posting of recorded lectures (e.g., student privacy, copyright), instructors should not post video content on any site other than their Stanford Canvas course site. Within Canvas, Zoom and Panopto are available for posting a course's videos.

**Is an instructor required to provide exams remotely for students who choose not to return to campus this quarter?**

No. Winter quarter instruction is almost exclusively in-person. Only a few courses are being taught online. Students will need to be present to take in-person assessments (e.g. midterms and finals). Instructors should remind students how their assessments will be delivered.