

**Subject: UPDATE: Online Instruction Weeks 1 and 2 for Winter Quarter 2022**

**Date: December 16, 2021**

Dear Winter Quarter Instructors,

We are writing to follow up on the university announcement released today regarding the change for Winter Quarter instruction.

As you may have seen in the news, COVID-19 cases have increased in some parts of the country and some universities have seen surges on their campuses just prior to winter closure. For these reasons, **Winter Quarter instruction will begin online.**

**Courses will begin as scheduled on January 3, 2022 and stay online for the first two weeks.** In-person instruction will start Tuesday, January 18, 2022 (January 17 is a university holiday) **and remain in-person for the rest of the quarter.** The expectation is that all students and instructors will be present on campus for Winter Quarter.

The shift to online instruction will allow students to stay on track with their studies should they be delayed returning to campus, or need to isolate or quarantine due to COVID-19 but still feel well enough to participate in class. It will also enable instructors to start their classes with fewer disruptions as a result of possible student absences during the first two weeks of the quarter. The goal is to minimize disruptions to our student's coursework and also provide as much predictability as possible for both students, instructors, and staff.

We want to stress that even with this new variant, all data continues to indicate that the Stanford workplace and classrooms are low-risk environments and that our safety precautions continue to be effective in limiting spread. As discussed in the [December 14th message](#) from Lloyd Minor, Rich Wittman, and Jim Jacobs, our community is encouraged to take every precaution, including getting a booster dose, if you are eligible. There is more information about ways in which to stay healthy over winter break in that message.

**Important note about classrooms.** Your classroom is not reserved for you until in-person teaching begins on Jan 18th. **If you would like to teach from your assigned classroom between Jan 3 and Jan 14th, please contact the Registrar's Office by emailing [reg-courses@stanford.edu](mailto:reg-courses@stanford.edu) to arrange this.**

We will be holding two meetings this week and one the first week of January to provide updates and answer any questions you may have.

- **Thursday, December 16, 2021 from 1-2pm ([Zoom link](#))**
- **Friday, December 17, 2021 from 12 to 1pm ([Zoom link](#))**
- **January 6, 2022, from 1-2pm ([Zoom link](#))**

Please refer to the links below to access teaching resources and support teams to assist you in any last minute changes you may need to make for online instruction, as well as our [remote teaching guide](#).

Learning Technologies and Spaces will provide limited support 12/27-12/31; with full support on 1/1-1/2 - instructors should contact [canvashelp@stanford.edu](mailto:canvashelp@stanford.edu). The Center for Teaching and Learning will be providing additional consultation support time during the first week of the quarter.

We recognize that the temporary shift to online instruction may require a significant adjustment in your instructional plans. We thank you in advance for being flexible and accommodating these important changes to support academic continuity for the winter quarter.

Happy holidays and a happy New Year!

Sarah, Mary Beth, Richard, and Suzi

Sarah Church - Freeman-Thornton Vice Provost for Undergraduate Education

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

Richard Webber - Associate Vice Provost & CTO, Learning Technologies and Spaces, VP Student Affairs

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**Links to additional resources:**

- The [Teach Anywhere](#) website offers guidance on safety in the classroom; a rule of thumb is to design course materials so they can be shared easily with students if the need arises.
- The [Center for Teaching and Learning](#) is available for [consultations](#).
- The [Teaching Commons](#) website is a central source of information and resources on teaching and pedagogy. Their remote teaching guide is available [here](#).
- [Learning Technology & Spaces](#) can help with questions about teaching technologies and classroom spaces. Loans for voice amplification can be found [here](#).