**Communication template for faculty to send to students**
*We recommend that you both email this communication to students, as well as post the relevant meeting information in your eLearning (Moodle) course shell.*

**Subject Line: *[****Course Name and Number]* is now meeting on Zoom

**Message:**

Hello Class,

In light of the developing situation with the Novel Coronavirus (2019-nCov), GGU is moving all in-person course meetings to web-conference meetings effective Monday, March 9 until further notice. As such, I am replacing our regularly scheduled class meeting this week with a web conference meeting on Zoom. While there is no in-person course meeting, you are still be expected to participate via Zoom.

* **Zoom link:**
* **Date and time:**
* **Call-in number (optional):**

Note that if you have other course meetings on Zoom, the meeting URL they provide to you will be different than the link for this class.

Zoom is a web conferencing platform that allows you to see, hear, and communicate with other classmates and the instructor. It has screensharing and other capabilities that allow you to collaborate in much the same way as an in-person classroom.

If for some reason you do not have access to a computer to attend the class virtually, you may use the conference call-in number above. But my strong preference is that students use the Zoom video platform in order to better participate in the class.

Please visit the following web pages to prepare for your Zoom class and stay apprised of the coronavirus situation.

* Information on how to access a Zoom meeting and use the software’s features: <http://newsroom.ggu.edu/coronavirus/students/>
* Updated information and answers to FAQs on the coronavirus situation at GGU: <http://newsroom.ggu.edu/coronavirus/main/>

If you have further questions, please do not hesitate to contact me.

Thank you,