**A “Message for Students” Template**

Hello INSERT COURSE TITLE Students,

While we cannot meet in person this term, I am excited to welcome you all to INSERT COURSE TITLE! My top priority is to deliver an engaging and collaborative classroom experience to each of my students. USC Information Technology Services (ITS) has introduced several new technology upgrades and tools that offer an enhanced, engaging, and experiential way to teach, learn, and create a Trojan community at any time and from any place. One of these new tools that we will use and connect on throughout the course is **Slack**, a **collaboration and communication hub**.

Using [Slack](https://youtu.be/6Tn-8p88mVM), I will SELECT ALL WHICH APPLY **contribute to discussions, share course materials**, **conduct office hours,** and **share assignments** throughout the semester. As a student in this course, you will also be able to use our INSERT COURSE TITLE channels to collaborate with your peers, teaching assistants, and myself in Q&A, office hours, or project channels.

My hope is that Slack will not only supplement the interactions that normally take place in a physical classroom but create an enhanced classroom experience by giving you access to peers and mentors to enable your success. More details on how we will use Slack this term will be included in the syllabus and will be discussed in greater detail during our first meeting. For now, please be sure to familiarize yourself with the tool using the [Keep Teaching](https://keepteaching.usc.edu/students/student-toolkit/classroom/slack/) website.

I look forward to having you in my class this term and connecting with you on Slack. Please do not hesitate to reach out with any questions or concerns.

Best,

INSERT FACULTY NAME HERE

**“Slack Syllabus Introduction” Template**

**ENABLING THE DIGITAL CLASSROOM**

In this course, I will leverage the following tools to enable our digital classroom and offer an enhanced, experiential, and engaging learning experience to you as a student.

**ZOOM**

All lectures and office hours will occur via Zoom, a high-quality, mobile-optimized, video and audioconferencing service free to all USC students.

* + Zoom will allow us the opportunity to **engage face-to-face** – even from a distance.
  + Though not required, I **encourage** you all to attend lecture with **video capability on.**
  + All Zoom **lectures will be recorded** and shared with the class each week.
  + If you do not have a USC Zoom account yet, activate and configure your USC Zoom account using the instructions found on the [Keep Teaching](https://keepteaching.usc.edu/students/student-toolkit/classroom/zoom/) website.

**SLACK**

To supplement and enhance in-person classroom interactions, we will also use Slack, a collaboration hub where the right people are always in the loop and key information is always at your fingertips.

* + Using Slack, I will **share course materials, conduct office hours,** and **share assignments** for our course throughout the semester.
  + As a student in this course, you will be able to use our INSERT COURSE TITLE channel to collaborate with your peers, teaching assistants, and myself in **Q&A,** **office hours,** or **project channels**.
  + Prior to the start of classes, please be sure to **set up your Slack account** at <https://usc.enterprise.slack.com/> and familiarize yourself with our class channel. Additional reference guides and resources can be found on the [Keep Teaching](https://keepteaching.usc.edu/students/student-toolkit/classroom/slack/) website.
  + The expectation will be that you will **use** **Slack** as tool **to be successful in the course.**
  + As a reminder, all **Slack conduct must be in line** **with** [USC policies](https://policy.usc.edu/) and [USC Policies Student Issues](https://policy.usc.edu/student/). Any behavior that breaks outlined policies will be subject to discipline.