Example Communications:

EN540 - 'Instructor Notes'

Course Edit Access

Instructor Edit Access Guidelines

All instructors (faculty, in-person, blended, and adjunct online) have edit access in this program to foster instructor presence and engagement within your course.

What this means:

The core course content—including learning objectives, assignments, rubrics, and assessments—has been intentionally designed to ensure alignment with program standards, equity across all sections, and compliance with accessibility requirements. To maintain this consistency, please **do not make substantive changes** to the course content.

Instead, you are encouraged to:

- Clarify instructions to better support your students.
- Add examples, personal insights, or additional context that reflect your teaching style.
- Adjust due dates, if needed, to address scheduling concerns (please notify the CDEV listed above so we can address the issue for all sections).

Your perspective is valued! If you identify areas where the course could be improved (e.g., instructions, examples, or engagement strategies), please share your suggestions with the CDEV so they can be incorporated for all instructors and students.

> What we "want to see"
> (not a big list of "don'ts")

EN105 - Multiple Pages of Directives

⋮ ▾ Instructor Resources (Please Do Not Publish)
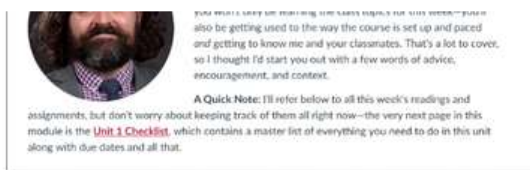
⋮　Pre-Semester Concerns

⋮　📄　Course Design Overview (Don't Publish!)

⋮　📄　Pre-Semester Set-Up and Engagement (Don't Publish!)

⋮　📄　Replacing the Instructor Image (Don't Publish!)

⋮　📄　Replacing the Front Page (Don't Publish!)

> Clear sections within the Modules of "how to make updates"

you won't only be learning the class topics for this week—you'll also be getting used to the way the course is set up and paced and getting to know me and your classmates. That's a lot to cover, so I thought I'd start you out with a few words of advice, encouragement, and context.

A Quick Note: I'll refer below to all this week's readings and assignments, but don't worry about keeping track of them all right now—the very next page in this module is the **Unit 1 Checklist**, which contains a master list of everything you need to do in this unit along with due dates and all that.

The image you replace the mortarboard with will automatically be made circular.

Instructions for completing this change can be found on Replacing the Instructor Image.

> Step-by-step guides of how/what to change

Home Page

The home page of the course doesn't technically need any changes to work, but it does contain a few lines in the first person, so **read over it and make sure you are okay with how you are presented there.**

You might consider adding a sentence at the end of the first paragraph more directly introducing yourself, something like "Hi, my name is [name], and I'll be your instructor this term."

> Example of what you might want to change