**Guidelines for Surveying Students and Establishing a Rotation Schedule**

Social distancing guidelines have reduced the capacity of classrooms on campus. It’s possible that the number of students who wish to be in the classroom will exceed the number of seats available.

Use this checklist to plan your semester and reassure students that you will attempt to accommodate their needs.

1. Review the [room capacity](https://mankato.mnsu.edu/globalassets/about/coronavirus/return-to-learn/campus-covid-room-layouts-combined-2006241.pdf) for your classrooms.
2. [Create](https://mankato.mnsu.edu/it-solutions/locations/instructional-design-academic-technology-services/technology-tools-for-teaching-and-learning/online-surveys/qualtrics/) and [distribute](https://documentation.brightspace.com/EN/semester_start/-/instructor/email_learners_in_le.htm) class attendance poll to your students. (see below)
3. After reviewing the results of the poll, identify the number of students who selected “As often as possible,” “some of the time,” and “none of the time.”
4. Use the results of the poll to develop a schedule to accommodate student requests.
5. Post the groupings and alternating attendance schedule in [D2L Announcements](https://youtu.be/-JlI6OdzwL0).
6. After a few weeks into the semester, revisit the poll to determine if preferences or needs have changed.

**Example of an Attendance Survey Email**

Welcome to <course>! I’m really glad you chose to study with me this semester.

Classes begin on August 24. The Minnesota Department of Health guidance on physical distancing has reduced the capacity of our classrooms. The good news is that the [FlexSync](https://mankato.mnsu.edu/about-the-university/news-and-events/covid-19-novel-coronavirus-and-the-campus-community/return-to-learn/flexsync-classrooms/) course format will let you join the meeting by Zoom video conference.

To help me accommodate demand for in-class seats, please complete this 5-question survey to tell me about your needs and preferences. I will use this information to create a schedule that allows anyone who wants to be in the classroom the opportunity to do so.

Complete the survey by Friday, August 14.

Students who require an in-class seat due to disability related barriers should contact Accessibility Resources at [ar@mnsu.edu](mailto:ar@mnsu.edu) or call 507-389-2825 before August 14th to discuss their needs. Additional accommodations can be requested at a later time but requests for in-class participation as an accommodation will be needed by August 14th.

You’ll hear from me again during the week of August 17 with more information about the first week of classes.

**Recommended Attendance Survey Schedule**

* Send on or around August 3 with deadline of August 14
* Send reminder on or around August 10
* Send final reminder on or around August 12
* Notify students of plan for the first week on August 17
* Send reminder of the plan for the first week on August 20

**Attendance Survey Questions**

1. Would you prefer to be in the classroom? [Multiple Choice]
   1. Option 1:As often as possible
   2. Option 2: Some of the time
   3. Option 3: None of the time
   4. Option 4: No preference
2. Would you prefer to be in online? [Multiple Choice]
   1. Option 1: As often as possible
   2. Option 2: Some of the time
   3. Option 3: None of the time
   4. Option 4: No preference
3. What concerns do you have about your access to the technology necessary to be successful in this course? [Short Answer]
4. Are you an international student who would like to attend class in-person to be better able to follow instruction? [Yes/No]
   1. If so, why?
5. What else would you like me to know that would help you get the best experience from this course? [Short Answer]