

# Principles for teaching during lockdown

*The Dean of Education, Gregor Halff, has outlined these principles for conducting your teaching online during the lockdown:*

1. Course coordinators are asked to make a list of the outstanding sessions of their course and indicate for each session which teacher is responsible. Course coordinators send this list to the programme manager.
2. Course coordinators in the daytime programmes and the HD-programmes will identify and contact a teacher for each course session to be converted to online. In cases where there is only one teacher (like for electives, so not those teaching only one section of a course with a course coordinator) that teacher is asked to convert all remaining sessions online.
3. Teachers are asked to convert their teaching to online as much as possible and under the direction of their course coordinator/teachers are to do this strictly from home and without creating the need for anyone (themselves, administrators or students) to come to campus.
4. The online support tools will remain in place (emergency package on front page of cbs.dk).
5. As much as possible, we will sustain the course sessions and sequence as described in the original course outline/semester plan.
6. These sessions will not be live, but recordings that are uploaded onto canvas. Each recording will point to sources/chapters/articles (accessible via the library system) for further self-study.
7. In the MBA, EMBA and part-time master programmes, classes will be rescheduled. The programme management will follow up as soon as possible.