12 July 2021

Dear SUSS Associates,

Similar to Jan’21 semester, there will be some courses offering dual modes, but this is subject to clear indication that the Covid-19 situation eases.

The class timetable will be released on 19 July 2021 from 5pm onwards, via the Associate portal.

**Class delivery via Canvas Zoom**

If you are delivering classes online this semester, you must go through the eLearning course ‘[OL300 Using Zoom to Teaching Online at SUSS](https://canvas.suss.edu.sg/courses/27195/modules)’ to get yourself familiarised.   
  
You will be able to seek online consultation for specific enquiries with colleagues from Learning Services Support (LS Support).  
  
If you need any clarification, please contact LS Support at 62489111 (Press Option 2) or email lssupport@suss.edu.sg. Please take note that the operating hours of our helpdesk is from 8.30am to 5.30pm on weekdays (Mon to Fri)

**Class Group and List**

Student groupings are system-allocated and made known in their course timetables. Students have been informed to adhere to their allocated class group(s). Failure to stay in the correct group will affect their submission of assignments.  Please help to remind your students, especially during the first session that they should only form groups with students from the same class group.

Class list is available via the associate portal eService under My Class List. Please take note that the contact details provided in the list are classified as confidential information and intended to be used exclusively by the associate teaching the assigned course for teaching-related purpose only.  In compliance with the Personal Data Protection Act 2012, you should not disclose/circulate this list to any third parties without the consent of the students concerned.

While the university will take every effort to ensure that the class list is up-to-date, any addition/removal of students to/from the class list will only be updated provided the university has been officially informed.

As always, the University appreciate your support and flexibility in keeping our campus safe.

Please continue to take care of your health, practice social distancing and stay positive.

Keep well!

Best Regards

Resources & Scheduling Department  
Office of Academic Services  
Singapore University of Social Sciences