Checklist: My Continuity Plan: (course name & number) _____

Pre-emergency activity

- ◯ I have sent a class email to all my students via Brightspace Email or Announcements, WIReD, or through Outlook/Office 365 and practiced a live Zoom session
- ◯ I have explained to my students how class will continue in the case of an emergency or campus shut down and what my expectations will be for completion of work
- ◯ I have a local or downloaded copy of all student contact information
- ◯ I have a local or downloaded copy of my course materials
- ◯ I have identified how I will share documents and resources with my students
  - o Brightspace
  - o OneDrive shared folders
  - o Publisher or OER homework environments
- ◯ I know how to contact administrative offices and services during an emergency (watch for campus communications)
- ◯ I need help with …

Lecture alternatives to campus class

- ◯ I need to *conduct live lectures* with my students on my usual schedule
  - o I will use Zoom with a __computer __phone __tablet __webcam__headsets/earbuds with mic (recommended)
    - ▪ I will use the share screen to share content and present notes with a stylus or writing device
  - o I need help with …

- ◯ I can *shift my lecture content to pre-recorded video*
  - o I will YuJa with a __computer __phone __tablet __webcam __headsets/earbuds with mic (recommended) and share a link through__ email __Brightspace
  - o I will use VoiceThread to present PPTs, video, documents, and other narrated and annotated content with a __computer __phone __tablet __webcam __headsets/earbuds with mic (recommended)
    - ▪ I will make my VoiceThread lecture content__ interactive __required__graded
  - o I need help with …

- ◯ I will use other content *to replace my class lectures*
  - o Films on Demand, Swank, Alexander Street, other library video resources
  - o YouTube, web content, publisher or OER lecture content, or upload text lectures to Brightspace
  - o I need help with …

For assistance contact the **Center for Distance and Online Learning** at 518-629-7070 or dlhelp@hvcc.edu
*** *DL can help you set up a space in Brightspace, provide ready to fill templates, deploy video and other tools, build out your structure and content for you and train you on the best tools for your teaching goals. Prepare now! ****

Assessment Alternatives

- ◯ I need to administer a high stakes multiple choice, multiple answer, matching, t/f, etc. exam(s)

- o   I will upload my exam to Brightspace with Respondus or manually build question by question
- o   I will upload my exam to Brightspace using Publisher zip files
- o   I will use the exam environment in a Publisher or OER environment
- o   I need help with …

○ I need to administer an essay, presentation, problem solving, verbal or project-based exam or assignment
- o   I will use VoiceThread interactively and asynchronously with a __computer __phone __tablet __webcam __headsets/earbuds with mic (recommended)
- o   I will use Zoom to observe student work or performance in real time with a __computer __phone __tablet __webcam __headsets/earbuds with mic (recommended)
- o   I will have students upload assignments to __TurnitIn __Brightspace Assignment tool for grading
- o   I will have students share links to their projects or presentations in alternative work environments relevant to their discipline
- o   I will use Publisher or OER assessment environments
- o   I need help with …

Remote Communication Activities

○ I need to have whole class, live, robust communications during my usual class time
- o   I will use a Zoom session with a __computer __phone __tablet __webcam __headsets/earbuds (recommended)
- o   I will use Blackboard Collaborate with a __computer __phone __tablet __webcam __headsets/earbuds with mic (recommended)
- o   I will use Office 365 documents to work together in real time for brainstorming, problem-solving or group/team-work

○ I can shift my class discussions to asynchronous methods
- o   I will build a Brightspace Forums and Topics and assign to students
- o   I will create a VoiceThread discussion with a __computer __phone __tablet __webcam __headsets/earbuds with mic (recommended) and assign posted replies, videos or audio
- o   I will create a YuJa video with a __computer __phone __tablet __webcam __headsets/earbuds with mic (recommended) and assign commenting activities

○ I need to communicate updates, changes and timely news to some or all students about HVCC, the class, their work and grade status
- o   I will use the Brightspace Announcements to post news and send those out as email
- o   I will use the __Brightspace Grade Book __publisher HW environment to communicate grades
- o   I need help with …

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