Continuity Planning Checklist

Before you begin making changes to your Canvas course, we recommend taking some time to plan a course of action that best suits your teaching preferences, your curriculum-specific needs, and the characteristics of your students. Feel free to use the following checklist as a guide in your planning process.

1. Establish a mode of communication to use in case of an emergency. Ensure students all have access to and are aware of this communication method. **Recommendation:** Use the Inbox tool in Canvas to keep all course-related communication contained and archived within Canvas.
2. Make your syllabus available digitally. **Recommendation:** Upload a copy of your syllabus into Canvas or use the Canvas Syllabus tool.
3. Decide how you will distribute documents and readings during a disruption. Become familiar with the process of making PDFs from hard copies. **Recommendation:** Upload all critical documents and files to Canvas and place them in Modules for students to access.
4. Designate a centralized place to collect student submissions. **Recommendation:** Use the Assignment tool in Canvas to create an online "drop box" into which students will submit each assignment.
5. Think about how you would continue class discussions in the event of a disruption. **Recommendation:** Use the Discussion tool in Canvas to create and facilitate asynchronous discussions. Create Zoom meetings in Canvas to host and record synchronous class meetings.
6. Consider capturing your lecture content for students to watch remotely. **Recommendation:** Use Echo360's Universal Capture tool to create and deploy lecture and demonstration videos into your Canvas course.
7. Identify an option for holding class and/or office hours virtually. You can fall back on your chosen option if it is expected that several class periods will be missed. **Recommendation:** Use Zoom within Canvas.
8. Think about how your methods for evaluating student learning could be moved to a digital space. **Recommendation:** Contact the Support Center to request a session with your designated instructional designer to discuss online assessment options.
9. Settle on an option for providing students with grades and feedback on their work in the event of an emergency. **Recommendation:** Use the Grades tool (on the course menu) to provide students with their grades and feedback on all online activities, assignments, and assessments.

Adapted from Georgetown University. (2020). Instructional Continuity [web page]. Retrieved from http://instructionalcontinuity.georgetown.edu/#_ga=2.222365720.2003655041.1583866041-1092577389.1583866041