Disaster Recovery/Instructional Continuity Plan
Blackboard Information

- Academic Affairs will communicate with faculty, staff, and students regarding any disaster that disrupts normal operations of the instructional process. General guidelines about closures, access to facilities, and expectations for faculty, staff and students will be communicated using UHCL email and other avenues (e.g., Facebook, Twitter) as approved by the administration.

- Communication between faculty and students regarding instructional activities may be facilitated using the course shell created for every course for the current semester. Faculty who have not yet completed Blackboard training will not see their course shell(s) until they finish the online training. To self-enroll in the training, review the document, "Self-Enroll in Online Blackboard Training (Faculty)."

- Faculty are encouraged to include information concerning a plan for Instructional Continuity in their syllabus.

- Faculty who are currently using Blackboard during a semester will continue using the current course. Faculty not already using Blackboard for a specific course will receive either a copy of their most recent Blackboard shell for that class, or a copy of the university's disaster preparedness master contents.

- Students will be automatically added to courses created for Instructional Continuity. However, students whose instructor has not yet completed the online Blackboard training will not see a shell from that instructor's class(es) until the faculty member has completed the training.

- Instructions for adding material to the course and using the basic tools are found on UCT's Instructional Continuity webpage.

- To request that TAs or other instructors be added to a course shell, email the Support Center at supportcenter@uhcl.edu. Please ensure that you provide the rubric, course number, and section (e.g., INST 3313.04) into which the TA needs access, as well as the TA's name and student ID number. To maintain a clear distinction between work that students perform in Blackboard as registered students and work that they perform as a TA, TAs must have a UHCL staff user account and we must use that account when granting them access as a TA. **NOTE: Due to college-specific requirements, TAs in College of Business (BUS) courses may only be granted Student role permissions. TAs for courses in the other college will be granted Teaching Assistant permissions, unless otherwise requested by the instructor.**

Adapted from University of Houston (2020). Disaster Recovery/Instructional Continuity Plan Blackboard Instructions [webpage]. Retrieved from https://uh.edu/instructionalcontinuity/ic-plan/IC_Blackboard.pdf