

## Continuity Planning Checklist

Before you begin making changes to your Blackboard 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 Course Messages tool in Blackboard to keep all course-related communication contained and archived within Blackboard.
2. Make your syllabus available digitally. **Recommendation:** Use the Content\File tool in Blackboard to upload a copy of your syllabus for students to access.
3. Decide how you will distribute documents and readings during a disruption. Become familiar with the process of making PDFs from hard copies. **Recommendation:** Use the Content\File tool in Blackboard to upload documents and files for students to access.
4. Designate a centralized place to collect student submissions. **Recommendation:** Use the Assignment tool in Blackboard (also known as the assignment drop box) for each assignment to be submitted.
5. Think about how you would continue class discussion in the event of a disruption. **Recommendation:** Use the Discussion tool in Blackboard to create and facilitate asynchronous discussions.
6. Consider capturing your lecture content for students to watch remotely. **Recommendation:** Use PowerPoint to create and save a narrated presentation as an MP4 video.
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 Blackboard Collaborate to hold synchronous class meetings online.
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 My Grades tool (on the course menu) for students to retrieve their grades and feedback.

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