

## Instructional Continuity Checklist

To address any disruptions in teaching, consider the following preparation list and technology options to help minimize stress and confusion.

Areas of Preparation	Possible Technology Solutions	Considerations
<b>COMMUNICATION</b>		
Establish a consistent method of communicating with students.	<a href="#">Canvas</a> > Course Announcements <a href="#">Canvas</a> (Email > Inbox) <a href="#">SLU Email (MS Outlook)</a>	Make sure students are aware of how you will keep in touch with them. Make sure students know how to use this communication method.
Hold virtual office hours and/or student consultations.	<a href="#">Zoom Meeting</a> <a href="#">MS Teams</a>	Maintain consistent, scheduled, virtual drop-in office hours. Schedule by appointment individual or group meetings as needed.
Develop methods to create spaces for student questions and feedback.	<a href="#">Canvas</a> > Discussions (Q&A) <a href="#">Canvas</a> > Quiz (survey) <a href="#">Zoom Meeting</a> (polling)	Offer ways for students to ask general course questions or provide feedback.
Share emergency contact information with students.	<a href="#">Canvas</a> (Page, Syllabus, etc) <a href="#">SLU Email (MS Outlook)</a>	Include in multiple places the ways students can reach you in case of emergency: email, phone, Zoom link, etc.
<b>COURSE SCHEDULE</b>		
Revise Syllabus as necessary.	<a href="#">MS Word</a> <a href="#">Google Docs</a> <a href="#">Canvas</a> > Syllabus	Determine adjustments to the schedule due to the disruption. Consider whether class time will be synchronous and/or asynchronous.
Make your Syllabus accessible digitally.	<a href="#">Canvas</a> > Syllabus, Files <a href="#">SLU Email</a>	Post syllabus (revised, if needed) to course Canvas site; email to students.
<b>COURSE MATERIALS AND CONTENT</b>		
Develop alternate ways to distribute documents and readings.	<a href="#">Canvas</a> (Page, Modules, Files) <a href="#">SLU Email</a> <a href="#">Google (shared docs)</a> <a href="#">SLU Libraries &gt; Services</a> (E-Reserves & Subject Librarian)	Convert documents to PDFs. Upload files onto Canvas and organize so students can access them. Consider a textbook with an e-book format. Contact Subject Librarian to discuss e-reserve service.

Record lectures for students to watch later, and make recordings with captions, transcripts and slides available.	<a href="#">Zoom Meeting</a> <a href="#">Panopto Lecture Capture</a> <a href="#">Canvas</a>	Use Zoom to record a live or synchronous lecture/class time, or to pre-record your lecture. Use Panopto to pre-record your lecture. Upload recordings to Canvas.
<b>ASSESSMENTS</b>		
Designate a centralized place to collect student submissions.	<a href="#">Canvas</a> > Assignments <a href="#">SLU Email</a> <a href="#">Google (shared folder)</a>	Provide a consistent process and place for students to submit their assignments. Ensure students can use the technology you choose.
Develop methods for evaluating student learning moved to a digital space.	<a href="#">Canvas</a> (Assignments, Rubrics)	Learn how to create Assignments and Rubrics in Canvas.
Develop methods for providing student feedback both individually and to the group.	<a href="#">Canvas</a> (Rubrics, Submission Comments, Announcements)	Learn how to use SpeedGrader, Rubrics, and Submission Comments to evaluate individual student work and provide feedback. Use Announcements to provide general feedback to the entire class.
Revise assessment due dates (if necessary) and consider flexible deadlines.	<a href="#">Canvas</a> > Assignments	Consider flexible deadlines for assessments for when students may submit their work without a late penalty.
Revise expectations regarding quizzes and exams.	<a href="#">Canvas</a> > Quizzes Canvas > <a href="#">Respondus</a> <a href="#">LockDown Browser</a>	Decide the level of proctoring needed for quizzes and exams. Is an open book/notes quiz acceptable?
<b>CLASSROOM ACTIVITIES</b>		
Decide how to conduct class discussions.	<a href="#">Zoom Meeting</a> (Breakout Rooms) <a href="#">Canvas</a> > Discussions	Consider whether a class discussion will be synchronous (during a live Zoom session) or asynchronous (posting to a discussion board in Canvas).
Develop “camera on/off” policy for synchronous classes.	<a href="#">Zoom Meeting</a> <a href="#">MS Teams</a>	Determine if/when you want students to have their video and audio on or muted during synchronous sessions.

Information Technology Services: [General ITS Academic Resources](#) (for most everything)

Office of the Provost: [University Guidance for Instructional Continuity](#)

Reinert Center > Resources > [Distance Teaching and Instructional Continuity](#)