Instructional Continuity Preparation Checklist

Key Point of Planning	Possible Solutions
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. • Create a back-up group email list from your roster in Outlook. • Always use BCC field when emailing a group of students in order to comply with FERPA regulations.	Email D2L DePaul Blog Google Group
Make your syllabus available digitally.	Email D2L DePaul Blog Google Drive
Decide how you will distribute assignments and readings during a disruption. • Become familiar with the process of making PDFs from hard copies. • Familiarize yourself with how to use the Richardson Library's E-Reserves system, ARES. • Familiarize yourself with copyright rules governing e-distribution of articles and chapters. • Consider e-book availability when selecting texts.	Email D2L ARES E-Reserves DePaul Blog Google Drive
Decide if/how you would continue active student participation in the event of a disruption. • Determine whether your course be conducted successfully without discussion sections? • If not, evaluate what kind of virtual classroom you would like to use. • Plan for ways that your students may still give presentations.	Email D2L Discussions D2L Groups D2L Virtual Classroom D2L VoiceThread Zoom Google Hangouts Slack
Consider capturing your lecture presentations for students to watch remotely.	D2L Panopto D2L VoiceThread Voice Over Powerpoint Zoom
Identify an option for holding class and/or office hours virtually in the event of an extended disruption in normal University functions.	D2L Virtual Classroom Zoom Skype for Business Google Hangouts Slack
Designate a centralized place to collect student submissions.	Email D2L Submissions DePaul Box Google Drive
Identify how you will evaluate student learning in a digital space. • Identify how you would administer tests and exams remotely. • Identify your preferred method for digitally commenting on and grading student work.	D2L Quizzes D2L Examity D2L Submissions Turnitin GradeMark