

Just-in-Case Assignment Builder

Building a “Disruption Plan Assignment” in advance will help you save time when a disruption occurs. Follow these steps:

Step 1: Determine how students will know that the D-Plan (Disruption Plan) Assignment has been given.

Ask Yourself:

1. Will you email students or send an announcement through Blackboard Learn? If you'll email, how will you get the students' contact information?

Step 2: Choose your assignment.

Ask Yourself:

1. What's a lesson you wish you had time to cover, but doesn't fit in your semester?
2. Will students write, research or make something?

Remember: It must be something that can be done at any point in the course. It will be done outside the classroom. It should be “evergreen,” meaning the content won't need to be updated every semester.

Step 3: Pick appropriate tools for the assignment or let the students choose.

Ask Yourself:

1. What technology could your students use?
2. How will students rehearse using those tools if needed?

Need help choosing technology that matches your learning activity? Check out the Appendix.

Step 4: Write the instructions for the assignment.

Remember: You won't be there to explain the assignment in-person. Anticipate any questions students may have and provide clear answers to them.

Need an example? Check out the Appendix.

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Fill in your assignment below.

Assignment Title	
Learning Objective(s)	
Instructional Strategy	
Assessment Method(s)	
Description	
Step-by-step Instructions	
Time	
Personal/Instructor Technology	
Student Technology	
Technology Rehearsal and/or Job Aids	
Preparation	

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Assignment Title	Critical Media Literacy: Investigating Advertising
Learning Objective(s)	By completing this assignment, students will: <ol style="list-style-type: none">1. Investigate the influence of advertising in their lives.2. Interpret advertising messages.3. Discuss the effect of advertising on culture.
Instructional Strategy	Read, Scavenger Hunt, Discuss
Assessment Method(s)	Quality of contributions as stated in rubric
Description	How does advertising influence what we buy? Does it influence how we think? Does advertising impact our cultural norms? In this activity, you'll search the Internet looking at advertising
Step-by-step Instructions	<ol style="list-style-type: none">1. Read the article: Morrell, E. (2002). Toward a critical pedagogy: Literacy development among urban youth. <i>Journal of Adolescent and Adult Literacy</i>, 46, 72-76.2. Do an internet search and find two examples of advertising you would like to analyze.3. Answer the questions provided and post your answers in the Discussion Forum.4. Reply to two classmates' posts.
Time	3 hours
Personal Instructor Technology	Blackboard Learn discussion forum and internet connection
Student Technology	Mobile device, laptop or desktop

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Tool Rehearsal and/or Job Aids	Use discussion forum for course question and answers.
Preparation	Announce backup plan in advance in Blackboard Learn and course syllabus. Ensure students are familiar with discussion forum and web conferencing ahead of time.

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Appendix B: Match Learning Activity to Technology Guide

Learning Activity	Blackboard Options	Other Options	Rehearsal Options
Collaborate synchronously (live in real time)	N/A	Google+ Hangout (up to ten people) -or let students choose	Hold online office hours. Ask students to meet virtually.
Collaborate asynchronously (by leaving messages)	Discussion forums, Groups, Blogs	Google+, Facebook	Ask students to introduce themselves online in a forum. Provide a formal discussion assignment. Create a Question & Answer forum for students to ask you questions in-between classes.
Capture and share video	Smartphone, tablet or laptop with camera, Blackboard Mobile Learn, and share in a Discussion Forum or Assignment	Smartphone, tablet or laptop with camera, YouTube and shared web links	Ask students to introduce themselves via video. Provide a formal assignment that requires video.
Make and share presentations	Create a PowerPoint, VoiceThread or Google Doc and share in a Discussion Forum or Assignment	Create and publish on Google Drive, VoiceThread, Dropbox, Prezi, Slideshare, and then share links	Ask students to create a short presentation to introduce themselves. Ask students to create a short presentation on a course topic.