























Learning Continuity Preparation Checklist

Issues to Address ¹	Possible Solutions
Develop a plan and a mode of communication to use in case of an emergency. <ul style="list-style-type: none"> • Ensure students all have access to, and are aware of, this communication method. • Include your plan in your syllabus and make it available digitally. 	 Email  Blackboard Learn  Google Drive
If Blackboard Learn is a part of your plan: <ul style="list-style-type: none"> • Request your course content. • In the comments of the request, ask for a practice course as well • Sign up for training, in-person or self-paced. 	 Quick Start Guide for Blackboard Learn
Plan ways for you and your students to rehearse, or practice, the tools you choose to use.	See Just-in-Case Assignment Builder
Decide how you will distribute documents and readings during a disruption. <ul style="list-style-type: none"> • Become familiar with the process of making PDFs from hard copies. • Familiarize yourself with how to use the Healey Library e-reserves. 	 Email  Blackboard Learn Items  Healey Library Reserves  Google Books
Designate a central place to collect student submissions.	 Email  Blackboard Learn
Think about how you would continue class discussion in the event of a disruption.	 Email  Blackboard Discussions  VoiceThread
Consider developing an alternative activity or assignment.	See Just-in-Case Assignment Builder
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.	 Skype  Blackboard Collaborate  Google Hangouts
Think about how your methods for evaluating student learning could be moved to a digital space.	 Blackboard Quizzes  Google Forms
Consider capturing your lecture presentation for students to watch.	 VoiceThread  Echo360
Settle on an option for providing students with grades and feedback on their work in the event of an emergency.	 Email  Blackboard Discussions

¹ Adapted from Georgetown University's Instructional Continuity Preparation Checklist. (2015). <http://instructionalcontinuity.georgetown.edu/preparation/>