Instructional Continuity Checklist

In order to account for any interruptions in teaching, consider the following preparation list and technology options to help minimize confusion.

Preparation List	Possible Technology Solutions	Considerations
Establish a consistent method of communication	Blackboard Announcements Email (Outlook quick guide) Email (Blackboard) Panopto	Make sure students are aware of how you will keep in touch with them. Also, make sure students know how to use this communication method
Make your syllabus accessible digitally	Blackboard (adding files to a course in Blackboard) Email (ITS site)	Post to Blackboard course site in a universal format like PDF
Consider an alternate way to distribute documents and readings	Blackboard Email (ITS site) E-reserves	Learn how to convert documents into PDFs Become familiar with SLU Libraries e-reserves service
Designate a centralized place to collect student submissions	Blackboard Email Google Drive	Provide a consistent process for students to submit work. Ensure students are able to use the required technology you choose.
Decide how to conduct online class discussions	Blackboard (discussions) Zoom Meeting Email (ITS site)	For class discussion, consider creating synchronous (using video conferencing / chat) and/or asynchronous methods (Blackboard discussion boards).
Learn how to capture lectures for students to watch remotely	Panopto Zoom Meeting	Panopto's integration into Blackboard allows for easy access to lectures.
Hold virtual office hours and/or student consultations	Zoom Meeting Google Hangouts	Consider setting brief one-on-one or small group meetings using a meeting tool like Zoom or Google Hangouts.
Develop methods to create student feedback	Google forms Email (ITS site) Blackboard (messages) Blackboard (journals)	Offer ways for students to provide feedback and ask questions.
Develop methods for evaluating student learning moved to a digital space	Blackboard Tests, Surveys, and Pools	Learn how to use Blackboard Grade Center, create a Google Form, or
Create options for providing student feedback of their work	Blackboard Tests, Surveys, and Pools Email (ITS site) Zoom Meeting Google Hangouts	Email feedback/rubrics, offer virtual feedback through video conferencing or incorporate feedback into Blackboard Grade Center

Adapted from http://instructionalcontinuity.georgetown.edu