Planning for Continuity of Instruction Guidance

The following resources and guidance are meant to address situations when we need to continue instruction without being able to meet with students face-to-face. This could occur in the case of university closure or widespread absences. Faculty may also want to consider how these suggestions could be adapted for single absences (such as one student's prolonged absence due to illness or your absence for a conference). The tools and strategies are offered to minimize and help manage the effects of unexpected events.

A continuity plan could require creativity, alternative expectations, and flexibility on course delivery. In most cases, moving all components of an entire course online is not needed. Instead, the event may require using the learning management system for a few days or communicating via email or web conferencing to continue class dialogue.

Primary Activities to Continue

Four primary activities will need to be continued, even if face-to-face opportunities to meet with students are temporarily restricted: (1) communication, (2) delivering course content, (3) participation and interaction, and (4) assessment.

In this guide, we offer several alternatives and support resources to provide you with ideas and assistance during an unexpected event. We encourage faculty to think about strategies in advance, so you are prepared.

General guidance on Contingency and Continuity Plan Best Practices are continuing to be reviewed and developed.

While, multiple options are described below, the primary alternative the University recommends for faculty to use is Canvas. As ECU transitions from Blackboard to Canvas, we will offer guidance for both systems. Please continue to use university approved communications for the storage and communication of FERPA data.

Review the Act Now page to begin preparing for a potential course disruption.

Preparation Checklist

Activity	Guidance/Preferences	Internet Access & Computer Available
Communication	- Establish a method of communication & content delivery. - Share syllabus electronically. - Establish objectives.	All ECU courses currently have a course shell in Blackboard and Canvas. **Canvas** Canvas Inbox | ▶ Canvas Announcements | ▶ **Blackboard** Bb Blackboard E-mail Bb Blackboard Announcements **Outlook Email** Pirates365.ecu.edu
Delivering Course Content	- Upload content to LMS. - Use web conferencing to lecture and share information. - Record & share lectures.	**Canvas** Canvas Instructor Guides Canvas Studio Recording Canvas Web Conferences **Blackboard** Bb Blackboard Instructor Guides Bb Collaborate Web Conferencing **Lecture Recording** Mediasite Recording[1] **Web Conferencing** Webex for Instruction[1]
Participation & Interaction	- Use chat, discussions, web conferencing and groups to engage students and achieve course objectives. - Use WebEx, Blackboard Collaborate, or Canvas web conferencing for office hours, and student-to-student, and faculty-to- student interactions.	**Canvas** Canvas Chat Canvas Groups Canvas Discussions | ▶ Canvas Web Conferences **Blackboard** Bb Blackboard Discussions Bb Collaborate Web Conferencing Bb Blackboard Course Groups **Web Conferencing** Webex for Instruction[1]

Assessment	• Use the assessment tools in LMS • As an alternative to online proctored tests for face-to face students assign papers, discussion groups, homework assignments, portfolios, and/or projects. NOTE: SACSCOC 10.6 requires notification of additional fees such as proctoring costs at enrollment.	**Canvas** Canvas Quizzes/Tests | Canvas Assignments | **Blackboard** Blackboard Tests, Pools Surveys Blackboard Assignments

[1] Available in learning management system (LMS).

[2] WebEx, Canvas, Canvas Studio work well on a mobile device. Blackboard will also work on a mobile device but has more limited features.

[3] Special Note: All of the tools are available to the entire campus. In some instances, a college or school uses other specialized software not listed.

Teaching Online Best Practices

- The Office for Faculty Excellence offers teaching resources to faculty, including Universal Design for Learning, teaching online, and resources offered at other institutions on strategy and best practices.
- While other institutions do not necessarily use the same tools, there are a host of great ideas and best practices available to help you think through how to adapt your course.
    - Excellent resources from Indiana University on Strategies to Keep Teaching.
    - Strategies for Online Discussions and Assessments.
    - Building Community in Asynchronous Online Courses
- Faculty can schedule an appointment with a staff member from Academic Technologies to learn how to use available learning technologies to organize, design and facilitate online courses and assignments.
- CAST, a nonprofit education research and development organization, also provides web-based resources for UDL in Higher Education.

Library Resources

Many of ECU Libraries resources can be accessed online.

- Get Help from a Librarian–Databases, online research guides, FAQs, and video tutorials.
- Embedding Library Resources in Canvas/Blackboard

Additional Canvas Resources

Getting Started in Canvas for faculty is [available online](#), and [face-to-face](#). Both options provide cover all topics needed to migrate and run your course online. For additional training see the full list of [Canvas sessions in Cornerstone](#).

Vendor Support

Application	Hours	Phone	Web
Canvas	24/7	(252) 347-015	[canvas.ecu.ecu](#) Log in to start a chat.
LinkedIn Learning	9:00am-8:00pm	(888) 335-9632	[LinkedIn Learning Support](#)
Turning Technologies	8:00am-5:00pm	(330) 746-3015	[Turning Technologies Service Desk](#) Submit a ticket.
WebEx for Faculty & Students	24/7	(866) 229-3239	[Webex Help Center](#) Call, chat or submit a ticket.

Campus Support

- Consult your college Instructional Technology/IT staff to discuss ideas/solutions to adapt your course.
- Contact the [Office of Faculty Excellence](#) for teaching online resources.
- Contact the [IT Help Desk for support](#) to request support for [ECU learning technologies](#).

Campus Resources

- [LinkedIn Learning](#) is an online educational platform offering video courses taught by experts in software, creative, and business skills. LinkedIn Learning can be accessed 24/7 from any device.
- [Microsoft OneDrive and Teams](#) are available to store and share documents. Make the move today for easy off-campus access and collaboration.
- [PirateDrive storage](#) can be accessed off campus through [pirateport.ecu.edu](#) or [ECU's VPN](#) .
- The [ECU Download Center](#) provides some software applications faculty can download to continue instruction.
- The [Virtual Computing Lab](#) allows students to remotely access software from the Virtual Computing Lab to complete class assignments.
- For assistance transitioning faculty instructional activities and strategies from face-to-face to online, please [schedule an appointment with our Universal Design for Learning consultant](#).

Review the Act Now checklist to help you prepare for a potential course disruption.

Consider the Following

1. Which elements of your course can be supplemented using online content?
2. Could you record and share lectures for your students?
3. Which course activities can be translated to online?
4. Can you adapt to an asynchronous vs. synchronous method of instruction?
5. What is the minimum adaption you need to continue instruction?

Act Now

1. Attend Canvas Training and review Canvas Guides & Overview Videos.
2. Migrate your course to Canvas now.
3. Test the communication, web conferencing and recording tools.
4. Add a continuity statement to your syllabus, for example,
   > "In the event of a campus emergency that disrupts academic activities, course requirements, deadlines, and grading percentages are subject to change. Information about changes in the course will be communicated as soon as possible by email, and on Canvas. If we are not able to meet face-to-face, students should log onto Canvas and read any announcements and/or access alternative assignments. Students are encouraged to continue the readings and other assignments as outlined or this syllabus or subsequent syllabi."
5. Make sure your syllabus contains enough information each week such that students could continue on their own for a short period of self-study if needed.
6. Move files needed for instruction to Microsoft OneDrive.
7. Download the software you may need to work off campus.
8. Visit the Virtual Computer Lab to determine if tools your students need are available.
9. Reach out for a consult now to get help thinking through teaching strategies.
10. Request an accessibility audit to ensure all students can use your digital files.