**Checklist for Instructional Continuity**

* Establish online presence
* Communicate your plan to your students
* Add syllabus to Canvas with modifications of format
* Decide how students will access content (video, lecture, power point, etc.)
* Set up assignments in Canvas for all items you want submitted online
* Decide when you’ll hold virtual office hours (Zoom, chat, etc.)
* Set up discussion boards
* Decide how you can move to online format for assessments
* Decide how you will use the Canvas gradebook
* Make sure materials provided meet accessibility guidelines

**Best Practices for Continuity Planning & Going Online if Needed**

* Utilize campus resources when necessary & safe to do so
* If hosting live, synchronous sessions via Zoom. Adhere to meeting times & record sessions (Follow FERPA guidelines)
* If you have a student using accommodations such as ASL interpreters, live captioners, or more, check in with Disability Services to verify what steps need to be taken for those services to continue online
	+ If recording – be prepared to orally describe visual only content
* Follow FERPA guidelines! When using virtual office hours, ensure that students have privacy when discussing grades, feedback, or other classroom questions. If recording a live session, be sure that names are not visible, and inform students in advance that the session will be recorded.
* Be as flexible as you can be. Many students may not have resources at home to complete their course work online. Many students struggle with online learning as a whole and may lack the soft skills needed for an online course, such as self-motivation and time management. Still more students may have heightened anxiety, or are caring for a sick loved one, and will not have the cognitive space to give you their best work. Allow these students to request an incomplete and to complete their course work at a later date
* Direct students to online support services as needed

Canvas Help Guide: <https://community.canvaslms.com/community/answers/guides/canvas-guide>