

# Quick Reference Guide for Continuity of Instruction – Spring '20

To learn how to address the issues below, visit the [Preparing for Continuity of Instruction Help Guide](#).

Issues to Address	How to Address
<p><b>Communication Modes</b></p> <ul style="list-style-type: none"> <li>» Establish a mode of communication to use in case of an emergency.</li> <li>» Ensure students all have access to and are aware your communication method.</li> </ul>	<ul style="list-style-type: none"> <li>• Use D2L Brightspace to directly email your class. This list is automatically updated daily.</li> </ul>
<p><b>Syllabus</b></p> <ul style="list-style-type: none"> <li>» Make your syllabus available digitally.</li> <li>» At the start of the course recommend that Students download the syllabus.</li> </ul>	<ul style="list-style-type: none"> <li>• Upload your syllabus to your course in D2L Brightspace.</li> </ul>
<p><b>Distribution of Documents</b></p> <ul style="list-style-type: none"> <li>» Decide how you will distribute documents and readings during a disruption.</li> <li>» Become familiar with the process of making PDFs from hard copies.</li> <li>» Familiarize yourself with how to use library services offered by the MSUM Libraries.</li> </ul>	<ul style="list-style-type: none"> <li>• Upload documents &amp; readings to your course in D2L Brightspace.</li> <li>• Connect with library services to learn how to convert hard copies to digital documents.</li> </ul>
<p><b>Collect Student Submissions</b></p> <ul style="list-style-type: none"> <li>» Designate a centralized place to collect student submissions.</li> </ul>	<ul style="list-style-type: none"> <li>• Create an assignment folder (formerly known as Dropbox) in your course in D2L Brightspace to collect student work.</li> </ul>
<p><b>Class Discussion</b></p> <ul style="list-style-type: none"> <li>» Think about how you would continue class discussion in the event of a disruption.</li> </ul>	<ul style="list-style-type: none"> <li>• Create asynchronous discussions in your course on D2L Brightspace.</li> </ul>
<p><b>Lecture</b></p> <ul style="list-style-type: none"> <li>» Organize a way to communicate lecture material to students during a university closure.</li> </ul>	<ul style="list-style-type: none"> <li>• Use Kaltura Media Space to record and share a lecture in your course on D2L Brightspace.</li> <li>• Use Zoom to meet synchronously online by making a link available from your course in D2L Brightspace.</li> </ul>
<p><b>Office Hours</b></p> <p>Research options for holding class / office hours virtually. You can fall back on your chosen option if it is expected that several class periods will be missed.</p>	<ul style="list-style-type: none"> <li>• Use Zoom to meet synchronously online by making a link available from your course in D2L Brightspace.</li> </ul>
<p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>» Think about how your methods for evaluating student learning could be moved to a digital space.</li> </ul>	<ul style="list-style-type: none"> <li>• Create quizzes, assignment folders and/or discussions in your course in D2L Brightspace.</li> <li>• Use the gradebook in D2L Brightspace to provide evaluation feedback to your students.</li> </ul>
<p><b>Internships/ Clinical/Field Experience</b></p> <p>The course director or his or her designee provides instructions for adjustments to the meeting schedule, delivery of instruction, assignments, or examinations and deadlines.</p>	<ul style="list-style-type: none"> <li>• Use D2L Brightspace to directly email your class.</li> </ul>