



SUGGESTED STRATEGIES FOR PREPARING YOUR COURSE IN THE EVENT OF A CAMPUS EMERGENCY

HAVE A STRATEGY

- Make sure your students know your plan(s) if a health crisis or other emergency occurs and classes are suspended on campus
- Plan how you will stay in touch
 - Use the campus email class lists to stay in touch with your students
- Post your syllabus on MyClasses as a backup
- Have course information (assignment details, etc.) in an electronic format

LECTURE COURSES

- Suggestions to prepare your course:
 - Upload documents to MyClasses
 - Accept Assignments through MyClasses
 - Narrate power point slide shows for lectures (Jing)
 - Use MyClasses discussion boards to substitute for class collaboration
 - Use a free web conferencing service to hold synchronous sessions (DimDim and Skype)

LAB COURSES

- Locate virtual labs online that may be provided by your publisher
- Arrange alternate activities
 - Online assignment submissions, discussions or quizzes

ASSIGNMENTS

- Send assignment details via an electronic document by email or in MyClasses
- Accept assignment submission via MyClasses or by email
- Grade and comment on assignments from inside MyClasses
- Provide quizzes or tests through the assessment tool in MyClasses

DISCUSSIONS & STUDENT ENGAGEMENT

- Asynchronous
 - Use the MyClasses Discussion Board as an area for students to collaborate, discuss topics individually and/or participate in group discussions.
 - Use the campus email class lists e-mail option to communicate with the entire class
- Synchronous
 - Use a free web conferencing service that will allow the faculty member to interactive in a real-time environment with their students (DimDim and Skype)

MANAGING STUDENTS

- Offer students a virtual office location using the chat tool in MyClasses
- Hold online virtual sessions using a web conferencing tool (DimDim and Skype)
- Create a course Google Doc area for collaboration on various documents
- Use announcements in MyClasses to keep students aware of changes and updates

NOTE: To learn more about the free resources and how to accomplish the above suggestions, refer to the back of this handout for more information.

FREE WEB RESOURCES

- Lecture Capture (screen capturing and PowerPoint lecture narration): www.jingproject.com
- Online Synchronous Web Conferencing: www.dimdim.com
- Skype Web Conferencing: www.skype.com
- Google Docs (document, presentation & spreadsheets): docs.google.com

MYCLASSES TUTORIALS

- First Time MyClasses Users: Accessing Your Course
- Uploading You Syllabus
- Creating Folders and Uploading Documents
- Creating Assignments
- Grading Assignment
- Creating Discussion Boards
- Grading Discussion Boards
- Creating Simple Assessments
- Grading Assessments
- Accessing the Grade Book

OTHER INSTRUCTIONAL SOFTWARE TUTORIALS

- Use the campus email class lists to stay in touch with your students
- Using Jing to Deliver Narrated Lectures
- Using DimDim for Class Web Conferencing
- Using Google Docs

NOTE: All tutorials are available from the Instruction Design & Delivery website at <http://www.salisbury.edu/instructionaldesign/>