Keep teaching during a prolonged campus closure
How to develop a contingency plan to enable students to complete your course

Stay informed about the ODU closure plan
Campus closures or emergencies are emailed to faculty and posted on the ODU main page: https://odu.edu/.

Check with your department
Check with your chair or coordinator for additional guidelines and expectations.

Reach out to CLT
Reach out to ODU's Center for Learning and Teaching (CLT) by email at clt@odu.edu or call 757-683-3172 for guidance on ways to leverage Blackboard (Bb) and Zoom to accomplish your course objectives.

Make your course available in Blackboard
• Log in to https://www.blackboard.odu.edu/
• Go to Courses, and search for your course
• Create a Q&A Discussion Forum for your students' questions
• Set the course to Available – this will allow students to access your Blackboard course site
• Create an Announcement in Blackboard, and Email a Copy to inform students that the site is available and that more details will follow.

Update your syllabus
Include a statement that your syllabus will be modified and adjusted during the closure.
Address policies, due dates, assignments, students' responsibilities, etc.

Review the course schedule
• Review your course schedule and decide how to proceed with course lectures, assignment due dates, activities, exams, etc.
• Consider offering low-/high-tech options for content and activities
• Think creatively about how to enable your students to complete their course objectives.

Clarify your expectations
• Adjust your policies regarding students' late and/or incomplete work, as needed
• Be flexible, especially with any sick or quarantined students
• Be aware that some of your students may have limited access to laptops and the internet.

Create a detailed communication plan
Prepare to communicate with students online. Ask yourself these questions:
• Will you use Blackboard email only? Will you send students to the Bb Discussion Board? Another method?
• What is your turnaround time for answering questions and giving feedback?
• Will you hold virtual office hours? When (date/time)? Where (Zoom, Bb Collaborate)?
• How will you share the course content (handouts, slides, documents, etc.)?
• Are you going to deliver live lectures?
• Are you going to record your lectures (unless you will write them)?
• How will students submit their assignments?
• How will students take their exams?
• How will students ask for technical help?

Share your communication plan with your students
• Post your newly-created communication plan as an Announcement in Bb.
• Use Bb email to share your communication plan with your students
• Introduce new tools, technologies, and activities slowly, and allow students to practice
• Encourage students to provide feedback on their online learning experience
• Keep a journal to reflect, revise, and update your activities every week.