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

1. **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/.

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

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

8. **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?

9. **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.