

# 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 completing the [Faculty Help Request Form](#) 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 the 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.