Continue Teaching Online Considerations

When you realize you have to move your class online quickly, consider the following right away.

- **Check with your department**: Your department may issue more details about the situation and guidelines about their expectations for classes. Administrators may want to have many of the department's classes handled in similar ways, so check with departmental leaders before doing too much planning.
- **Communicate with your students right away**: Even if you don't have a plan in place yet, communicate with your students as soon as possible, informing them that changes are coming and what your expectations are for checking email or the course site, so you can get them more details soon.
- **Consider realistic goals for continuing instruction**: What do you think you can realistically accomplish during this time period? Identify your priorities during the disruption—providing lectures, structuring new opportunities for discussion or group work, collecting assignments, etc. Make adjustments to your assignments, course structure, syllabus, and schedule accordingly. Pay special attention to change of points and dues dates.
- **Pick tools and approaches familiar to you and your students**: Try to rely on tools and workflows that are familiar to you and your students, and roll out new tools only when absolutely necessary.
- **Identify your new expectations for students**: You will have to reconsider some of your expectations for students, including participation, communication, and deadlines. As you think through those changes, keep in mind the impact this situation may have on students' ability to meet those expectations, including illness, lacking power or internet connections, or needing to care for family members. Be ready to handle requests for extensions or accommodations equitably.
- **Create a more detailed communications plan**: Once you have more details about changes in the class, communicate them to students, along with more information about how they can contact you (email, online office hours, etc.). A useful communication plan also lets students know how soon they can expect a reply. They will have many questions, so try to figure out how you want to manage that. Read more on Continue Teaching by Going Online Strategies Overview page.