Quick Start to Spring 2020 Course Completion

Use this prioritized checklist to assure your course is remote-ready for students no later than March 23, 2020. Additional resources on each topic are available on the Continue Teaching Online website. The pages are updated regularly.

Create your plan to course completion

- What are the essential course content, activities, and assignments to complete the semester? Develop remote alternatives that allow for independent, asynchronous completion by students.
- Revise assignment due dates and submission methods, and flex your policies as needed.
- Revise your grading scale as needed. If you require/offer points that require face-to-face interaction, (e.g. attendance), be flexible and provide alternatives such as check-ins or small activities.

Communicate with your students

If you are currently using Blackboard or Brightspace, continue reading. If you are not using either Blackboard or Brightspace, read the LMS training schedule below.

- Post your plan and schedule to your course Blackboard/Brightspace. Review it with your students, highlighting changes.
- Use your course site to facilitate communication: 1) students with you, 2) you with students, and 3) students with each other (e.g. announcements, course site email, discussion boards, groups).
- Review with students how to use your course site for communication, assignment submissions, assignment feedback, checking grades, etc.
- Assure that students download or otherwise have remote access to required or alternate resources.
- Run a small, remote test activity with students. Offer a few points or extra credit for those who successfully complete the activity. Adjust your plan if needed.

Deliver essential content/materials

- Make it easy for students to find essential content for the rest of the semester (e.g. hiding past or non-essential materials and/or developing a downloadable course packet).
- Make sure hyperlinks are accessible to all students, including those whose countries might block some content. This Wikipedia link provides more specifics.
- Provide a path for all students to achieve the course learning outcomes this semester. This may mean responding to a variety of special situations, such as documented accommodations and student whose access to Internet is limited.

Complete remote learning activities

- Post announcements to your course site.
- Use the Discussion tool in Blackboard/Brightspace to address students’ questions as they arise. [This will also save your time answering the same questions.]
- Establish regular check-in times -- normal class time and/or office hours when students should check the LMS (but use live check-in sparingly).
Assess student learning

- Update student grades to reflect their progress toward course completion as of March 23, 2020.
- Establish reasonable turnaround time for feedback, based on your schedule and student needs.

LMS Training Schedule

The CELT and ITS team will provide training to support the transition of your course content online. From March 16 to March 20, ITS and CELT will offer online support trainings and Questions and Answers sessions. View time and meeting information. All other events will be posted to the CELT register for events page.

If you need further technical assistance in setting up your course in Blackboard, please visit the ITS Get Help page. Email celt@pfw.edu if you need further assistance with course design and/or teaching.