

MUW Continuity of Instruction Planning

This resource will assist faculty in preparing for a catastrophe such as outbreak of illness or weather condition that might close the campus for a week or more. Take a few minutes and consider how your instruction would continue. Planning for such an event will make the process much easier.

1. Locate your Canvas course shell. All faculty have a Canvas course shell automatically created for them at the beginning of each semester. If the campus closes; instruction could continue virtually in your Canvas course shell.
2. Identify which strategies you will use to relay your content; for example: how will you deliver the lecture part of the instruction, what will be the assignment for the content, what will be the discussion topics, and finally what will be the assessment.
3. Consider using Zoom to meet with the students both synchronously and asynchronously. If you are not familiar with Zoom, speak with Dr. Morgan; she can get you ready to use the tool quickly. Lectures longer than 30 minutes will require a Pro account that will need to be created by Dr. Morgan.
4. Prepare your course content in advance of the event if possible and post in Canvas. Use the student view in your canvas course to test what your content looks like from the student perspective (Canvas Course Home tab, right hand side of page).

Faculty should continue instruction if classes are not happening on the MUW campus by doing the following:

Communication with your students is key.

- Access your voice mail from outside the campus
- Record a message on your MUW [voice mail with instructions](#) for students to log into your Canvas course (where to get more information, what homework to do, when class will next meet so that students can listen to if they call your office phone.
- Send email with basic instructions to entire class on how to join you in Canvas
- Post content to Canvas
- Check inbox frequently in Canvas and Outlook, respond as soon as possible

Strategies faculty can use to adapt a lecture-based course to online format

Asynchronous Lectures

Tools: Files can be shared via Canvas

Techniques: Post presentations, images, web links, documents, YouTube videos or sound files. Record lectures or other audio material and upload it to a file sharing location. Create a screencast using a tool like [Camtasia](#), [voice-over PowerPoint](#), or [Zoom](#). Talk with Dr. Morgan for a Camtasia license or a Pro Account in Zoom.

Synchronous Lectures

Tools: [Zoom](#)

Techniques: Using a laptop/desktop web browser, Zoom may be accessed through the Canvas system. Using a modern web browser or the Zoom mobile app, Zoom may be accessed using smart mobile devices. Students can communicate with the presenter by voice (Internet connection or telephone), chat, and polls. This tool is also helpful in situations where some students may be present on campus, but others are not able to reach campus. Your computer screen may be shared so that students see live what you see and what you are doing. Remote students can also share their desktops.

This tool enables students to interact in real time. Online chats/conversations do require some management.

Strategies faculty can use to adapt a discussion-based course are below:

Technology enables you to have a synchronous (same time) discussion or an asynchronous (anytime) discussion.

Asynchronous Discussion

Tools: Canvas Discussion tool

Techniques: Canvas discussion board topics can be a great way to evaluate controversial issues. Don't be afraid to be creative with your discussion topics. With a little bit of planning you can use online discussions for debates, role playing, and simulations.

Synchronous Discussion

Tools: Zoom and Canvas

Techniques: Using a laptop/desktop web browser Zoom may be accessed through the Canvas system. Your computer screen may be shared so that students see live what you see and what you are doing. Remote students can also share their desktops.

This tool enables students to interact in real time. Online chats/conversations do require some management.

Faculty can collect student assignments in Canvas.

Reports/Papers

Tools: Canvas, email

Techniques: The Canvas assignment tool can be used to distribute and collect homework individual student projects.

Quizzes, Exams, and Other Assessments

Tools: Canvas

Techniques: The Canvas Test tool provides support for administering practice and graded quizzes. Many different question formats are available (e.g., multiple choice, short answer, essay, matching).

Faculty can comment on student work using Canvas.

Tools: Microsoft Office 365 (Word, Excel, PowerPoint), Canvas Assignment tool

Techniques: For assignments where significant instructor feedback is to be provided, Canvas provides comment and annotation functionality for files in Word, Excel, PowerPoint, or PDF format.

If desired, assignment files may also be downloaded for review and comment on a personal computer.

Faculty might be able to facilitate a lab/performance/activity based class by doing one of the below:

Determine **in advance** activities that you can assign to your students to be completed virtually or with readily available materials. Examples include:

- Check to see if there are Virtual science lab activities available through your textbook publisher's website.
- Consider allowing students to conduct an experiment in their own home or dorm room if you think it would not be unsafe
- Students in an action based class could watch/listen to and evaluate televised or recorded performance or productions.

Continuity of Instruction Planning - Guidelines for Implementing Technology Resources

MUW offers several options for delivering instruction and course materials with technology-assisted alternatives to onsite, face-to-face course delivery. These alternatives are listed below:

1. Voice Mail (Record a message with instructions)
2. Send out Mass Email list in Canvas or Outlook
3. Zoom Conference
4. Canvas Course Management System

5. Zoom in Canvas course

Continuity of Instruction Planning - Contingency Planning Materials

Beginning Canvas (Canvas [Instructional Videos](#))

Feel free to use the Canvas tools that you need and disregard the rest. These on demand videos will give you a good start at using the Canvas LMS. Contact the Kossen Center for Teaching and Learning to schedule a one-to-one appointment. Office: Fant Library, 2nd Floor. Phone: 662-241-6423. Email: snmorgan1@muw.edu.

Zoom video Conferencing

[Click here for Zoom tutorial](#)

Zoom is a full-featured video and collaborative technology which unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. MUW Zoom accounts allows for video, audio, and content sharing. It supports audio, video, application sharing, polling, whiteboard, and content display, enabling and promotes live interaction between instructors and students in the online setting. In addition to instruction it can be used for office hours and guest lectures. Live sessions can also be recorded as webcasts for later viewing. For assistance with getting started with Zoom please contact Dr. Sheila Morgan at 662-241-6423. Email: snmorgan1@muw.edu.