

1

How Will You Re-Think Instruction in a Condensed Timeframe?

Due to the extended spring break, the classes will not resume until **March 30**; however, the spring semester is not getting extended by one week. This means that you might have to rethink the structure of your course.

- Consider assigning readings during the weeks of sporadic attendance; focus on knowledge acquisition rather than hands-on application.
- You might need to re-arrange course topics to better fit the new schedule.
- Plan for intensive practice for the weeks when classes resume.
- Frequently check with your students to see how they are progressing (Consider using [Blackboard Announcements](#), [Starfish](#), [Microsoft Outlook](#), [Remind App](#), or [Webex](#) for office hours for consistent messaging during times of low attendance).
- Consider adding short knowledge check quizzes and reading summaries.
- Use [Blackboard discussion forums](#) to provide opportunities for quick check-ins with your students.
- Reconsider due dates.

2

How Will You Allow Students to Complete Coursework Online in Blackboard?

Even if you might continue to hold an in-person class, your students might opt to participate online due to illness or to care for family members. Make Blackboard your central meeting space.

- Go over your course assignments: are they all available online?
- Provide [assignment submission links](#) online as well as guidelines for assignment completion.
- Post links to necessary resources students will need to complete homework assignments.
- Post [weekly readings on Blackboard](#).

To learn more about Blackboard, check the links below:

- How to [create assignments in Blackboard](#)
- How to [add content items in Blackboard](#)
- How to [create online discussions in Blackboard](#)
- How to [create quizzes in Blackboard](#)
- How to [import test banks into Blackboard](#)

3

How Will You Augment Your In-Person Classroom Experience?

You might need to provide more flexibility for students who cannot attend your class.

- Consider holding [WebEx](#) sessions and office hours. If you assign readings for the week, set aside time blocks during the week to allow your students to join an online conversation to ask questions, or to get clarification on assignments and homework.
- Consider recording PowerPoint presentations with [MediaSite](#) and posting them in Blackboard. A simple [voice-over PowerPoint](#) might be a better option than no content at all.
- Consider recording short videos explaining homework and difficult concepts for the week.
- Consider recording your class lectures with [WebEx](#) (your classroom would need to be equipped with a camera)
- Think about high-stakes exams that need to be proctored: can you proctor students at home? [Respondus Lockdown Browser/Monitor](#)

4

Keep Equity In Mind

As classes get moved to more flexible delivery and attendance policy is more lenient to allow students to take time to stay home during an illness or to care for a family member, please be mindful of access to technology. Not all students will have a reliable connection to the Internet or will be viewing this content on their phones. You might have to consider individualized approaches:

- Consider ways to create predictability for course deadlines and activities
- Mail course materials and assignments to a student if needed
- Follow up with phone calls
- Consider converting [PowerPoints into PDF](#) to reduce file size for emails
- Create multiple avenues to communicate, to present your content and for students to demonstrate learning.