

Teaching Continuity Checklist

Issues to Address:	Possible Solutions (for assistance contact ITS or CIL as appropriate)
Establish a mode of communication to use in case of an emergency (confirm students all have access to and are aware of this communication method)	Moodle Annoucement, Email, Group Text
Decide how you will distribute documents and readings during a disruption (Make your syllabus available digitally)	Moodle, Email
Designate a centralized place to collect student work (homework, assignment, paper, etc.)	Moodle, Email
Think about how you might continue synchronous or asynchronous class disucssions	Zoom (synchronous), Moodle Discussion Boards (asynchrhonous)
Consider capturing your lecture content for students to watch remotely	Zoom, YouTube, PowerPoint with voiceover
Holding class and/or office hours virtually/online. You can fall back on your chosen option if it is expected that several class periods will be missed.	Zoom
Deliver online quiz/test to evaluate student learning	Moodle
Provide students with grades and feedback on their work online	Moodle Gradebook
* This checklist was adapted with gratitude and acknowledgement from Rider University's Teaching Continuity Plan	