Academic Continuity Quick Reference Guide

This guide is meant to assist with planning for remote instruction in the event of a university closure or widespread absences.

Planning for Remote Instruction

Available Tools

💬 Communicating with Students

- Establish a mode of communication.
- Ensure all students have access to and are aware of your communication method.
- Research options for holding virtual office hours.

Canvas :	Announcements (Video Guide)
Canvas :	Inbox
Email :	Contact Groups
Canvas :	Conferences (Video Guide)
Zoom :	Tutorials

Delivering Course Content

- Organize a way to communicate lecture material to students.
- Consider capturing your lecture content for students to watch remotely.
  - Record short videos using Canvas Studio
  - Conduct class meetings using Zoom or Canvas Conferences.

Canvas :	Conferences (Video Guide)
Canvas :	Studio (Video Guide)
Zoom :	Tutorials

Distribution of Documents

- Make your syllabus available digitally.
- Decide how you will distribute documents and readings.
- Know how to create PDFs from hard copies by using a scanner app.
- Familiarize yourself with how to locate and share permalinks to online library resources.

Canvas :	Pages (Video Guide)
Canvas :	File link on Pages
Office 365 :	One Drive
Scan to PDF :	TinyScanner, Office365
UNF Library :	Faculty Resources

Assessing Student Learning

- Designate a centralized place to collect student submissions.
- Consider how you would continue class discussions.
- Consider how your methods for evaluating student learning can be conducted online.
- Settle on an option for providing students with grades and feedback on their work.

Canvas :	Assignments (Video Guide)
Canvas :	Conferences (Video Guide)
Canvas :	Discussions (Video Guide)
Zoom :	Tutorials
Canvas :	Quizzes (Video Guide)
Canvas :	Gradebook (Video Guide)
Canvas :	Speedgrader (Video Guide)

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