CWU Academic Continuity Plan
Updated by Multimodal Learning March 6, 2020

Overview
In the event of a campus closure, instructors may be called upon to teach remotely. To keep students progressing toward the course learning outcomes during a disruption, faculty can create a combination of activities that are delivered online. The following guidelines will help you transition your content to the online modality.

General Guidelines
Before you transition your course materials for remote instruction, please consider the following general principles.

Communicate with students - Establish and post a routine communication plan with students (best way to contact instructor, online office hours, faculty response time). Consistency helps in times of disruption. Utilize Canvas announcements, the Canvas inbox, live chat, online office hours as well as phone and/or email. Make sure you update the syllabus with this information.

Consider technology access – Just like you, your students did not anticipate participating in an online course. They may not have access to all technologies that facilitate all online activities: e.g. highspeed internet, computer, webcam and microphone. The checklist below highlights course design that is best suited for accessing content on mobile devices (phones or tablets.)

Focus on learning outcomes even if you need to adjust the specific activities that contribute to those outcomes. Keep students moving toward those outcomes.

Prioritize course activities and focus on delivering the ones with the most significant impact on learning outcomes.

Convert synchronous (live) activities to asynchronous (participation happens at different times) activities to ease scheduling challenges. Synchronous activities require immediate participation and provide immediate feedback. Asynchronous activities can be completed at different time intervals and have delayed feedback. Consider replacing an in-person discussion with an online graded discussion. The key is to confirm the activity is still aligned with the outcomes.

Provide students opportunities to practice with new technologies – e.g. give a practice quiz to help students become familiar with the technology before assigning a graded quiz.

Replace physical resources with digital resources - Take advantage of CWU Libraries’ digital resources and streaming media collections in lieu of live instruction. It is best if you embed journal articles directly into Canvas instead of uploading scanned copies.

Consult your Chair or Dean Changes to course modality or class cancellation should come at the direction of your academic department, university center, or the office of the President. Consult with your department chair or dean for more information.
Fundamentals for Online Course Delivery

If instructors are called upon to teach remotely, they all will have access to Canvas, the CWU Learning Management Platform. A learning management platform provides a place where faculty can share course documents, assignments and syllabi with the students registered in the course. At CWU most courses have a Canvas component.

Reminder: Use CWU licensed platforms for teaching, learning and communicating to maintain security and FERPA compliance.

Design with Mobile in Mind Many students will be accessing your course via their mobile device because they do not have access to other technology. Students can login to Canvas via the web browser on their phone or tablet. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser.

- Canvas Student App Allows students to submit assignments, post discussions and take quizzes
- Canvas Teacher App allows faculty easy access to grading, communicating and updating
- Blackboard App allows participation in Blackboard Ultra web conferencing

Access Canvas
- Login to Canvas https://canvas.cwu.edu with your CWU Username and Password

Substitutes for class meetings
- Live instruction using Blackboard Ultra following your regular schedule
- Recorded faculty lecture using Panopto
- Follow up readings or online videos with graded online discussions
- Recorded student presentations using Panopto assignment submission

Distributing, collecting and grading student work
- Uploading documents to Canvas (docx, pdf, xls, pptx)
- Creating assignments with online submissions
- Create graded discussions
- Create online tests/quizzes
- Grading student work
Online Assessments

Below are options for moving your final assessments online. If your final assessment cannot be facilitated online, please discuss the options with your Department Chair or Dean.

- **Online Tests**
  - Faculty can create online test from Word document using **Respondus 4.0** (requires login)
  - Administer secure test using **Lockdown Browser and/or Respondus Monitor** for proctoring; Edit settings to allow students to take test on iPad
  - **Quiz settings to maximum security**
- **Recorded Presentations**
  - Students use **Panopto** to create recorded presentation
- **Live online Presentations**
  - Schedule with **Blackboard Ultra** in Canvas
  - Use **Blackboard App** to participate in conference on mobile device
- **Final paper / essay**
  - Create **assignment with online submission**
  - Utilize **Turnitin for plagiarism** detection
- **Create assignment with online submission**
  - How to grade an assignment?
- Utilize **Turnitin for plagiarism** detection
- Create a **group assignment** for group projects
  - How to grade a group assignment?

Faculty Resources & CWU Multimodal Learning Support Team

- Access Canvas 24/7 Faculty Support from within **Canvas Help** (login required)
- **CWU Instructor Resource** course for faculty (login required)
- **Canvas Instructor Training** self-paced Canvas course (no login required)
- Login to **https://office.com** with CWU credentials to access the full Microsoft Office Suite including OneDrive for saving documents in the cloud.
- If you need to access your office computer from home, request **VPN access from Service Desk**

CWU Multimodal Learning Support Team

General Questions

- **Forrest Hollingsworth**, 509-963-2343
- **Joy Fuqua**, Executive Director 509-963-1357

Canvas, online assessments and grading

- **Delayna Breckon**, 509-963-1172
- **Muneeb Mobashar**, 509-963-2304
Lecture capture, audio/video recordings, Panopto, web conferencing

- Chad Schone, 509-963-1613
- Nat Nickel, 509-963-1258

Streaming media & other library resources

- Geri Hopkins, 509-963-1925
Checklist for Quickly Moving a Course Online

Complete the checklist below to create an organized, accessible and mobile-friendly Canvas course.

Login to Canvas (https://canvas.cwu.edu) with your CWU Username and Password
Establish and post a routine communication plan with students (best way to contact instructor, online office hours, faculty response time).
  - Announcements, Chat, Blackboard Ultra, Canvas Inbox, phone or email
Set course homepage to modules
Create modules to organize course content (Week 1, Week 2, etc.)
Update and upload syllabus
Add link to CWU Canvas Support (http://www.cwu.edu/online-learning/canvas-help-and-support-students) to the first module
Create an introductory discussion to allow students to get familiar with the online platform and build community
Upload files (docx, pdf, xls, pptx)
Create an online assignment (students can submit via Canvas)
  - How to grade an assignment?
Create a graded discussion
  - How to grade a discussion?
Create an online quiz
  - Provide a practice quiz to familiarize students with quiz format, before assigning a high stakes quiz
  - How to grade a quiz?
Add assignments, discussions, files and quizzes to the modules
Enable Blackboard Ultra (web conferencing system) for live classes or meetings
  - Use the Blackboard Ultra Course Room (which is always available) or create sessions with specific date and time
Use Panopto to create a recorded lecture
  - Add Panopto recording to a module
Review course using the student view Publish course
Alert students via Canvas Inbox and CWU email in MyCWU, that the course is live, re-establish expectations for interaction