



# Gators

*Online*

## Instructional Continuity Guide



# Gators

Online

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Severe weather events, public health emergencies, and/or unsafe campus conditions can often interfere with classroom instruction. Lamar State College Orange has developed the **Gators Online Instructional Continuity Guide** to assist faculty in moving delivery of face-to-face instruction to remote learning in order to minimize course disruption.

# Planning Tips

Below are a few planning tips to take care of before an emergency strikes. These are items we encourage you to take care of before every semester. The more prepared you are the easier your transition to remote delivery will be.

## Before Campus Closure

- Verify that your emergency contact information is up-to-date in [Banner Self Service](#) so that you may receive official, emergency campus notifications
- Online course alerts can be found in Blackboard [Notifications](#)
- Additional Resources:
  - [Emergency Management and Business Continuity Plan](#)
  - [Campus Security](#)
  - [BB Instructor Mobile App](#)
- Keep a list of emergency campus contacts
- Ensure that your contact information is listed in your Blackboard course(s) for students to reach out during an emergency
- Provide communication instructions within your syllabus for students to follow
- Back-up any prepared teaching materials prior to the start of the semester
  - We recommend storing course content within your Blackboard course
- Verify you can access the following from home:
  - Email
  - Voicemail
  - Blackboard
  - Banner

# Checklist for Remote Teaching

Are you prepared to move your courses online due to a severe weather event, public health emergency, or unsafe campus conditions? The checklist below offers insight on how to get key components of your course prepared for Blackboard.

## Before the Course Begins

### ***Course Description:***

The Course Description is a brief summary of the significant learning experiences in which you guide your students towards course objectives. Although student-centered, the course description is also an area in which you can share your enthusiasm and expertise about the subject. Course descriptions can address the following:

- Detail main learning objectives of the course
- How the course fits into the overall program curriculum
- How can students apply the content
- Why should students want to take the course: make it meaningful

### ***Welcome Email/Video/Announcement:***

Posting and/or sending a welcome email/video/announcement to your students will set the tone for your course and create a warm, virtual classroom environment that encourages dialogue. You'll want to start with a welcoming greeting followed by instructions on how to get-started within the course.

Other items you may want to cover in your Welcome include:

- Important information/resources
- Course format
- When to start
- What to do first
- Required technology
- Support services

# Checklist for Remote Teaching

## ***Syllabus:***

Verify your syllabus is up to date and includes instructions on how you plan to communicate during remote learning. Upload your syllabus to Blackboard.

## ***Virtual Office Hours:***

You will need to post your contact information and provide a schedule of times available for students to contact you. Other items to consider posting:

- Links to live communication
- Photo of yourself
- Student Lounge discussion board for students to post questions in which other students may be able to answer. You will also need to monitor this board and answer what you can.

## ***Technical and Hardware Requirements:***

We cannot assume that all students will be accessing their course through a laptop or mobile device. If you plan on lecturing through Blackboard Collaborate sessions, or require proctoring services for assessment, then students will need webcam and microphone access. Posting this information in your syllabus, welcome message, or course announcements can help your students prepare.

## ***Announcements:***

Announcements are an ideal way to post time-sensitive information for all students. When you add an announcement you can also choose to send it as an email to your students. That way, students receive the announcement even if they do not log in to the course. Announcements do not expire and can be accessed throughout the life of the course. Some activities you may want to make an announcement for:

- Class sessions changes
- Changes to your syllabus
- Due dates for big projects/assignments
- Corrections/clarifications of materials
- Exam schedules

# Checklist for Remote Teaching

## ***Netiquette:***

Establishing ground rules for online interaction can help prevent students from making a few social blunders. Here are a few resources to get you started:

- [LSCO Distance Education Handbook](#)
- [Video: Discussion of Board Netiquette](#)
- [The Core Rules of Netiquette by Virginia Shea from Albion](#)
- [Infographic: 15 Rules for Online Discussion Boards by Touro](#)

## ***ADA Compliance:***

Blackboard is in compliance with Section 508 of the federal Rehabilitation Act guidelines. Blackboard continually evaluates software and releases patches/upgrades as needed. If you have a student who needs additional accommodations please refer them to the [Accessibility page](#) of our website. If you need to make changes to your Blackboard course to meet ADA compliance please put in a Spiceworks ticket with the [Help Desk](#).

## ***Technical and Hardware Requirements:***

We cannot assume that all students will be accessing their course through a laptop or mobile device. If you plan on lecturing through Blackboard Collaborate sessions, or require proctoring services for assessment, then students will need webcam and microphone access. Posting this information in your syllabus, welcome message, or course announcements can help your students prepare.

# Checklist for Remote Teaching

## Course Content

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### ***Course Goals and Learning Outcomes:***

You can list your course goals and learning outcomes throughout your BB course, versus only in your syllabus. They can be included in your expanded Course Description or you can include them at the start of every unit module/folder.

### ***Discussions:***

Discussion boards can provide the unique benefit of allowing students to replicate the robust discussions that take place in a traditional, face-to-face classroom. Students also see the extra benefit of being able to ponder topics before posting, thus creating more thoughtful conversations. For smaller groups within the course, you can create group discussions where only members of the group may access the discussion. Visit [BB Help Discussions](#) for more features.

### ***Assignments:***

With the Assignments feature, you can create coursework in content areas, learning modules, lesson plans, and folders. You can also manage the grades and feedback for each student separately. When students successfully submit an assignment, the *Review Submission History* page appears with information about their submitted assignments. Students also receive a success message with confirmation number. Visit [BB Help Assignments](#) for more features.

# Checklist for Remote Teaching

## ***Test and Quizzes:***

Blackboard offers tests and quizzes as assessment features to measure student knowledge and gauge progress. Currently, there are 17 different options you have when it comes to creating a test question including the basic multiple choice, true/false, and essay response. Visit [BB Help Tests, Pools, and Surveys](#) for more features.

## ***Proctoring:***

LSCO is offering online students the opportunity to take their exams at home by using ProctorU which ensures the academic integrity of the exam for the institution. Please visit the [Proctoring](#) page of our website for further instruction.

## ***Grade Center:***

The Grade Center is already set up in your Blackboard course and automatically updates when you create a graded element, such as discussions, assignments, test, or quizzes. The Grade Center will update your gradebook and calculate grades accordingly. You can also customize the gradebook by utilizing weight, exceptions, and extra credit. Visit [BB Help Grading](#) for more features.

## ***Collaboration/Group Work:***

Students should be encouraged to collaborate on coursework and/or discussions. Students are offered another opportunity to learn new material by gaining perspective from their peers. You can create a group discussion board for students to brainstorm in. You can also create groups of students within your course so that they can interact and demonstrate knowledge. Visit [BB Help Groups](#) for more features.



# Checklist for Remote Teaching

## Closeout Your Semester

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### ***Semester Finals:***

Pace yourself and make sure you have allotted enough time to complete all graded materials. Consider proctoring your final exam if you are running behind.

### ***Course Evaluations:***

Share the Course Evaluations link sent out by OIRE and encourage students to complete. Oftentimes, OIRE will create a gift card raffle for all students to be entered as long as they complete their evaluations. Be sure to share the good news!

### ***Best Wishes:***

Take the time to end the course on a cordial note by sending best wishes to your students either through an announcement, discussion, or email.

### ***Final Grades:***

All Blackboard grades will need to be manually entered into Banner when grades are due.

# Checklist for Remote Teaching

## Managing Issues

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### ***Lack of Netiquette:***

Reinforce netiquette standards in online discussions and Collaborate sessions. Model appropriate behaviors.

### ***Cyberbullying:***

Monitor your discussion boards and Collaborate sessions. Let students know that it is okay for them to report online abuse. Stay involved to create an environment of mutual respect and tolerance within your course. Keep on the lookout for the following cyberbullying tactics:

- Flaming
- Outing
- Impersonation
- Cyberstalking
- Harassment
- Trolling
- Catfishing
- Trickery
- Denigration
- Exclusion

Here is a resource to get you started: [Cyberbullying in School by Accredited Online Schools](#)

### ***Student Conduct:***

All student conduct issues are handled through the Dean of Student Services office. The student handbook can be found [here](#).

# Checklist for Remote Teaching

## Set-up for Success

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### ***Hardware and Software:***

Verify you have the correct technical hardware at home to successfully teach remotely. This can include your desktop, laptop, microphone, and webcam. Make sure you have reliable internet connection as well. Test-run your Collaborate sessions before the meeting time.

- Minimum computer requirements can be found [here](#)

### ***Tools:***

Check out our BB Tool Guide (page 17) for easy reference. The Learning Technology team will also have brief training webinars available soon!

### ***Course Support:***

The Learning Technology team is here to support our Gator family, employee and students alike. Please reach out to a team member if you are having trouble with the following:

- Course building/instructional design
- Multimedia (audio, video, graphics, infographics, applications)
- Faculty development

Your team:

- Roseanne.jungen@lsco.edu
- Kevin.petitjean@lsco.edu
- Alicia.jones@lsco.edu
- Gwen.whitehead@lsco.edu

### ***Technical Support:***

For all things technical, the LSCO Computer Center Help Desk is here to help! Blackboard Help is also available to you 24/7. Contact information is found below.

## Quick Start for Transitioning Online

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### **Lectures:**

1. Determine how many lectures remain for the semester
2. Decide how you will conduct each lecture

### Asynchronous

- Pre-recorded sessions, lectures, or PowerPoints with narration
- Student-paced
- Use BB Collaborate, Zoom, MS Teams, or other recording software

### Synchronous

- Live streaming
- Conducted during the same time your F2F course would normally meet
- Use BB Collaborate

3. You can do a combination of asynchronous and synchronous
4. Record your sessions and make recordings available in the Blackboard course
  - Share recording only in the course that the recording took place
  - Your session may contain Personally Identifiable Information (PII) and be labeled as an education record
  - Take care when sharing and request permission when needed

## Quick Start for Transitioning Online

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### ***Communication:***

- Determine how you will stay in touch with your students
- Be consistent and respond in a timely manner

#### ***Email Tool***

- Works like normal email but is sent from inside Blackboard course

#### ***Announcement Tool***

- Posts to all students enrolled in the course
- Can also send a copy to student emails
- Stored for continuous access throughout course

#### ***Discussion Board Tool***

- Posts to all students enrolled in the course
- Students can ask questions and respond
- Stored for continuous access through course

#### ***Blackboard Collaborate Tool***

- Web conferencing tool
- Create session for Virtual Office Hours
- Can meet with your entire class or one-on-one

## Quick Start for Transitioning Online

### ***Assignments and Tests:***

- Determine what assignments and tests are remaining for the semester
- Utilize the following Blackboard tools or Proctor an exam

- Create a graded assignment
- Administer a graded test or quiz
- Proctor a test
- Provide feedback

- Blackboard [Assignment Tool](#)
- Blackboard [Tests, Pools, and Surveys](#)
- [ProctorU](#)
- [Grade Center](#) or Send [Email tool](#)

### ***Handouts, Links, and Multimedia:***

- Determine if you have any course handouts
- Create a resource area for students to access throughout the course

- Create a handout or upload one you have created (Word, PDF, PowerPoint, Excel, etc.)
- Share Class Schedule
- Share Syllabus
- Share a website(s)
- Share a video

- Create in Blackboard using [Build Content](#) tool or Upload to Blackboard using [File](#) tool
- [Calendar](#) tool
- Upload to Blackboard using [File](#) tool
- Web [Link](#) tool
- [Link](#) to video

## Strategies for Moving Online

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In the event of an emergency that results in campus closure, faculty should be prepared to move all face-to-face instruction to remote delivery.

All active courses in a semester have a Blackboard course even if those courses are scheduled to meet face-to-face. All faculty have access to Blackboard using your LSCO login credentials. This allows for a smooth transition from face-to-face instruction to remote delivery.

Core classroom activities to be prepared for online instruction can include:

- Student communication
- Lectures
- Course content
- Group work
- Grading
- Assessments

### ***Student Communication:***

- During times of uncertainty it is imperative to keep an open line of communication with your students
- Blackboard offers several different Interaction tools for you to utilize. Select one or two options, stay consistent, and respond in a timely manner
- Post your syllabus in Blackboard and update as needed
- Explain your course layout to your students. Where do they need to find instruction, assignments, virtual sessions, and helpful tools? Creating a welcome video or Start Here folder can get them moving in the right direction

## Strategies for Moving Online

### Lectures:

You can lecture through [Blackboard Collaborate Ultra](#) either synchronously or asynchronously:

#### Synchronous

- Screenshare with your students
- Encourage interaction and dialogue
- Plan for a variety of activities and refresh engagement every 5 minutes
- Provide opportunity for students to take the lead
- Consider [embedding an assistant](#) in virtual instruction for those tricky math courses
- More synchronous best practices can be found [here](#)

#### Asynchronous

- Utilize discussion boards to encourage collaboration
- Keep lectures short and concise - break a long lecture into chunks
- Offer interactive elements
- Supply resource links throughout your course
- Design your course into bite-sized modules and remind students to pace themselves

### Course Content:

- Upload any "handouts" using the Bb File tool or create your own in Bb using Content > Item tool
- Bb will accept many different file types including DOC, DOCX, HTM, HTML, PDF, PPTX, XLS, XLSX, RTF, TXT, ZIP
- Consider inquiry based learning
- Other items to consider uploading to create a more engaging environment:
  - Videos
  - Links to other websites
  - PowerPoint presentations
  - Case studies
  - Charts, graphs, images, infographics
  - Podcasts and other audio files
  - Digital labs and simulators
- Use real world examples and stories to boost motivation



## Strategies for Moving Online

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### ***Group Work:***

Students can still work in an engaging online environment filled with collaboration and teamwork.

- Utilize the Groups tool to create and manage small discussion board groups
- Create breakout room in Bb Collaborate Ultra
- Encourage students to collaborate using file-sharing software and other tools
- Create group activities that foster dialogue and cooperation
- Presentation activities
- Offer peer assessment opportunities
- Collaboration tools for students:
  - Padlet
  - Google Hangouts
  - Edmodo
  - Kahoot!
  - CueThink
  - Brainstorm
  - Yammer
  - Piazza
  - Makers Empire
  - Drawp for School
  - Breakout EDU

## Strategies for Moving Online

### Grading:

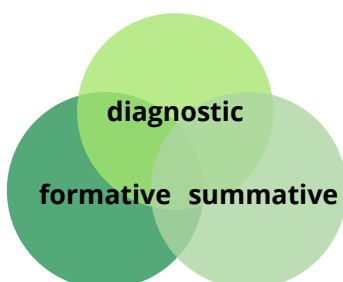
Even before online learning, faculty struggled with issues of cheating, inequity, and workload. The shift to online learning has amplified these problems. You can prevent misconduct by asking questions that require higher-order thinking skills, ask students to explain their answers, or make an exam open book.

- Update and keep track of students grades easily by using the [Assignment](#) tool and Bb [Grade Center](#)
- Grade weekly (daily is difficult to maintain and causes some students to move forward while others fall back)
- Take note of productivity and improvement
- Use rubrics to help mitigate bias
- Provide ongoing learner feedback
  - List positives
  - List improvements that could be made

### Assessments:

Assessments should measure learning outcomes and be conducted before, during, and after the learning. Learning outcomes should be focused on students demonstrating what they know and what skills have been mastered.

- Administer Bb [quizzes, tests, or surveys](#) when appropriate
- Proctoring is conducted through [ProctorU](#)
- [Formative assessment](#) / [Summative assessment](#) / [Diagnostic assessment](#)
- Choose the right tool to assess the skill ([portfolios](#), presentations, projects, essays)



## Blackboard Tool Guide

All tools listed below are hyperlinked to Blackboard Help and are free to the Gator family

<u>Classroom Activity</u>	<u>Blackboard Tool</u>
<ul style="list-style-type: none"> <li>• Make an announcement</li> <li>• Share class schedule</li> <li>• Share syllabus</li> <li>• Communicate with students</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Announcement Tool</a></li> <li>• <a href="#">Calendar Tool</a></li> <li>• Upload using <a href="#">File Tool</a></li> <li>• <a href="#">Email, Announcement, or BB Collaborate</a></li> </ul>
<ul style="list-style-type: none"> <li>• Create electronic presentation</li> <li>• Create a handout</li> <li>• Share a handout previously made</li> <li>• Display a PowerPoint</li> <li>• Give a lecture</li> <li>• Share a website(s)</li> <li>• In class discussions</li> <li>• Create or collect an assignment</li> <li>• Create a poll</li> <li>• Show a video</li> <li>• Issue a quiz or test</li> <li>• Issue a journal assignment</li> <li>• Proctor an exam</li> <li>• Require group work</li> <li>• Have students present to the class</li> <li>• Grade</li> <li>• Provide feedback</li> <li>• Host virtual office hours / meet 1:1</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PowerPoint or GoogleSlides</a></li> <li>• <a href="#">Build Content &gt; Item Tool</a></li> <li>• Upload using <a href="#">File Tool</a></li> <li>• Upload using <a href="#">File Tool</a></li> <li>• <a href="#">Bb Collaborate Ultra</a></li> <li>• <a href="#">Web Link Tool</a></li> <li>• <a href="#">Discussion Board or Bb Collaborate</a></li> <li>• <a href="#">Assignment Tool</a></li> <li>• <a href="#">Bb Collaborate</a></li> <li>• <a href="#">Web Link Tool</a></li> <li>• <a href="#">Test Tool</a></li> <li>• <a href="#">Journal Tool</a></li> <li>• <a href="#">ProctorU</a></li> <li>• <a href="#">Groups Tool</a></li> <li>• <a href="#">Discussion Board or Bb Collaborate</a></li> <li>• <a href="#">Grade Center Tool</a></li> <li>• <a href="#">Grade Center or Email tool</a></li> <li>• <a href="#">Bb Collaborate</a></li> </ul>