









Quick Reference Guide for Continuity of Instruction

Issues to Address	How to Address
<p>Communication Modes</p> <ul style="list-style-type: none"> » Establish a mode of communication to use in case of an emergency. » Ensure students all have access to and are aware your communication method. 	
<p>Syllabus</p> <ul style="list-style-type: none"> » Make your syllabus available digitally. » At the start of the course recommend that Students download the syllabus. 	
<p>Distribution of Documents</p> <ul style="list-style-type: none"> » Decide how you will distribute documents and readings during a disruption. » Become familiar with the process of making PDFs from hard copies. » Familiarize yourself with how to use E-Reserves services offered by the University Libraries. 	
<p>Collect Student Submissions</p> <ul style="list-style-type: none"> » Designate a centralized place to collect student submissions. 	
<p>Class Discussion</p> <ul style="list-style-type: none"> » Think about how you would continue class discussion in the event of a disruption. 	
<p>Lecture</p> <ul style="list-style-type: none"> » Organize a way to communicate lecture material to students during a university closure. 	
<p>Office Hours</p> <ul style="list-style-type: none"> » Research options for holding class / office hours virtually. You can fall back on your chosen option if it is expected that several class periods will be missed. 	
<p>Evaluation</p> <ul style="list-style-type: none"> » Think about how your methods for evaluating student learning could be moved to a digital space. 	
<p>Medical School/ Clinical</p> <ul style="list-style-type: none"> » The course director or his or her designee provides instructions for adjustments to the meeting schedule, delivery of instruction, assignments, or examinations and deadlines using RedMed. 	