Campus Emergency Event - Course Continuity

In the event that the campus has an emergency, health crisis or other event resulting in the suspension of classes on campus, **Instructional Design & Delivery** (ID&D) provides the following tips for the continuity of your course online through MyClasses. The tips below will assist faculty and staff in utilizing MyClasses and other instructional software to quickly keep their course on track. If you have any questions beyond what is covered below, please submit a help request at the ID&D Support Center.

Tips for course continuity

1. **Prepare Access to Tools Early**
   a. **Setup Zoom Account** - Log into https://salisbury.zoom.us with your Salisbury username and password. Read the Getting Started with Zoom article on how to use Zoom for synchronous online meetings. More information is provided later in this article about using Zoom in MyClasses.
   b. **Panopto** - Enable Panopto in your MyClasses course to record lectures and course content and Install the Panopto Recorder to your home or office computer.
   c. **Publish your course in MyClasses** - Every course section is created in MyClasses by default. If you are not currently using MyClasses for your course, the fastest way to allow your students to see your course is to Publish the course. At a minimum, faculty can upload files and communicate to students through MyClasses.

2. **Communication** - There are three ways in which you can quickly communicate with all of your students to let them know your plan for the continuity of the course:
   a. Using class forum lists in the email address book - Each semester class forum lists are generated and appear in the Address book for students and professors to use. For example, Spring 2020 CMAT 100-610 would appear as **CMAT 100-610 Spring1** and a Spring 2020 7 Week Session 2 SOWK 330-702 would appear as **SOWK 330-702 Spring7W2**. These lists are updated daily from the class rosters in GullNet throughout the semester.
   b. Creating Announcements in MyClasses will allow you to communicate quickly with students. A single announcement will appear in the course, will be sent as an email, and if setup by the student, will appear as a notification on their mobile device. Using Announcements within a MyClasses course also retains a record of communication for both the faculty and student to recall as necessary.
   c. Using GullNet to email your students - From the class roster in GullNet, you can select specific students or notify all students with a message. **Please note** you will not be able to attach files or track the messages using this method of communication.

3. **Starting your First MyClasses Course** - If you are starting development in your first MyClasses Canvas course, the Starting Your First Canvas Course video below contains useful information to get you started. This video covers information about:
   a. Importing content from a course template
   b. Choosing a home page
   c. Including a syllabus in the course (also applies to other course files)
   d. Creating and adding items to a module
   e. Arranging the navigation in the course
   f. Content creation tips

4. **Adding Files and Folders** - Use the Files area to create folders and share files to organize your content using the following guides:
   a. How do I create a folder in Files as an instructor?
   b. How do I upload a file to a course?

   > ⓘ **Advanced Tip**
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   > The use of Modules and Pages will allow you to organize content in a table of contents format providing a logical structure for students to navigate content in a linear manner.

5. **Deliver course content with Panopto** - Use the Panopto lecture capture system to deliver your course content to students in three steps:
   a. Enabling Panopto in Your MyClasses Course
   b. Recording a Session in Panopto on a Windows computer or on a Mac computer
   c. (Optional) Adding Panopto Recordings to Pages in MyClasses

6. **Use Zoom** to conduct a live session online:
   a. Getting Started with Zoom
   b. Zoom Integration with MyClasses - get the advantage of notifications sent to all students and meetings automatically added to the course calendar.
   c. Scheduling a Zoom Meeting in MyClasses

7. **Assignments, Discussions and Assessments** - Create assignments for students to submit activities online, discussions to allow the class to communicate in a forum that is graded or ungraded, and assessments (online quizzes and tests) inside your course. Then use Speedgrader to grade and provide feedback to your students. Use the following guides to get started:
   a. How do I create an online assignment?
   b. How do I add or edit details in an assignment?
   c. What is the difference between assignment due dates and availability dates?
   d. Creating Turnitin Assignments in MyClasses
   e. How do I create a discussion as an instructor?
   f. How do I edit a discussion in a course?

ⓘ **Additional Help**

For additional help, use the **I Need Help** request from the ID&D Support Center to receive assistance from a campus Instructional Designer.