

## APPENDIX D – Checklist for Faculty to prepare for potential academic disruptions

### Things to Prepare Prior to Term

- Consider adding a statement to syllabus such as:
  - *“In the event of a campus emergency that disrupts academic activities, course requirements, deadlines and grading percentages are subject to change. Information about changes in this course will be communicated as soon as possible by email, and on Canvas. If we are not able to meet face-to-face, students should immediately log onto Canvas and read any announcements and/or access alternative assignments. Students are also encouraged to continue the readings and other assignments as outlined on this syllabus or subsequent syllabi.”*
- At a minimum, use Canvas for syllabus information and grades throughout the term. Keeping an ongoing record of grades is particularly important should the need arise to issue emergency grades.
- Make sure syllabus contains enough information for each week of the term such that students could continue on their own for a short period of self-study if needed.
- Create modules, lessons, assignments on Canvas at least a week in advance throughout the term so that these can be available to students in case of a disruption. Graded discussion board activities and self-grading quizzes are good options when classes can't meet. Canvas modules also have an adaptive release option that allows for building self-guided lessons that progress based on student responses. Recorded lectures or narrated slide shows can replace lectures.
- Identify other sections of the course that could potentially merge with your section or share instructional resources such as recorded lectures, assignments, quizzes, etc.