Emergency Checklist for Face-to-Face Faculty

What can you do right now to prepare for online teaching?

- Check your VPN access. Make sure you have access to files you need.
- Familiarize yourself with D2L if you have not used it before. Log-in and locate your course in D2L.
- Review your syllabus and determine if any changes need to be made to assignments (i.e. in-class presentations).
- Do a test run with students. Post your syllabus and a Q & A discussion in D2L and require students to respond.

Checklist for Emergency Online Teaching:

- Access your course on D2L.
- Upload your syllabus through the D2L Content tool.
- Communicate with your students. Use Outlook or you can also email students through D2L. Zoom or WebEx can be used for virtual meetings.
- Place course content online.
  - Assessments/assignments
    - Written assignments can be created with D2L Assignments Tool
    - Quizzes and tests can be created using D2L Quiz Tool
    - Create alternative assessments or activities as needed for online format (i.e. labs, in-class discussions, presentations) using tools such as D2L Discussion Board, Zoom or WebEx
  - Upload content needed to complete remaining assignments/assessments.
    - To record a lecture, go to “Record/Share Lecture”.
    - Find supplemental material online if needed (publisher, resources, UCO Library, YouTube)

For more assistance or more information, contact eLearning@uco.edu.