Quick Start Guide for Developing an Instructional Continuity Plan
Tips, Components, and How to Get Started

Anything from extreme weather to family emergencies can disrupt scheduled courses. An instructional continuity plan will assist you with continuing course delivery in the event of a disruption by minimizing the effects of the disruption. While all instructors should have an instructional continuity plan for their courses, each plan will differ due to the nature of the course and requirements of the students and instructor.

General tips for preparing an instructional continuity plan:

- **Start planning early** – It is important that you have your plan ready well in advance of a disruption to class activities.
- **Keep it simple** – A simple plan will be easier to manage and execute. Make sure the plan meets your learning outcomes.
- **Know your technical skills** – If you are completely unfamiliar or uncomfortable with a technology, it may not be the best alternative for you to include in your plan.

Components of an Instructional Continuity Plan

In preparing an instructional continuity plan, consider these aspects of your course:

Course Communications

- Gather emergency contact information for students enrolled in your course **and** disseminate your contact information to them.
- Establish a preferred method of communications as well as a policy for turnaround time on responses from you. Maintaining regular communications with your class during a disruption is a vital element of a continuity plan. This information should be placed on your course syllabus. Consider providing students with an "In Case of Emergency" handout.

Course Materials

- Identify course materials (syllabus, handouts, etc.) to which your students will need access during the disruption and decide how you will make those materials available to them. Many faculty members have materials available in electronic format already and can post them in a location where students can retrieve them on the Web.
- Brightspace course shells are automatically created for all university courses. Instructors simply need to login to http://learn.xula.edu/ to access their Brightspace courses.

Student Learning Activities
- List the student learning activities that make up your course. In the event of a disruption, consider how you would continue these activities or what you would ask your students to do in lieu of them.

Assignments and Assessments
- Review the assignments, quizzes, and exams scheduled for the course. Devise a back-up plan in case a disruption should coincide with an exam or assignment due date.

Using Brightspace as Part of an Instructional Continuity Plan

After reviewing your course, you should have an idea of what you need to plan for in event of a disruption. The Centers for Disease Control and Prevention (CDC) notes that web-based learning technologies may help institutions with continuing instruction in the event of campus closures. Xavier University supports several web-based technologies that offer academic departments with potential solutions for keeping in touch with students and continuing course activities during a disruption. The Center for the Advancement of Teaching and Faculty Development (CAT+FD) provides faculty with pedagogical support and training on these technology platforms:

- **Brightspace** (http://learn.xula.edu/) is a web-based learning management system that allows instructors to communicate with students, post materials, conduct assessments, and deliver and receive assignments within a secure, password-protected environment.
- **YouSeeU Virtual Classroom** is integrated into Brightspace. YouSeeU offers a live, virtual classroom environment with features that include audio, video, application sharing and content sharing. YouSeeU facilitates a way for faculty and students to interact as if they were meeting face-to-face.
- **Zoom Web Conferencing** offers a live, virtual meeting room environment with features that include audio, video, application sharing and content sharing, and breakout rooms. Zoom facilitates a way for faculty and students to interact as if they were meeting face-to-face.

Academic departments may wish to include these tools in their continuity plans. The Center for the Advancement of Teaching and Faculty Development (http://cat.xula.edu/) offers how-to guides, training, one-on-one services, and pedagogical support for any Xavier faculty member or department upon request.

Getting Started

- Additional information on Instructional Continuity Planning is available on CAT+FD website (http://cat.xula.edu/)
- Schedule Brightspace training and/or one-to-one Brightspace training sessions by contacting Janice Florent (jflorent@xula.edu) at **(504)-520-7418**
- Access your Brightspace courses by going to http://learn.xula.edu/
- Contact the Information Technology Center's (ITC) Help Desk at helpdesk@xula.edu or **(504) 520-7449** for technical assistance with Brightspace

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