### Instructional Continuity Preparation Checklist

<table>
<thead>
<tr>
<th>Key Point of Planning</th>
<th>Possible Solutions</th>
</tr>
</thead>
</table>
| Establish a mode of communication to use in case of an emergency.  
  - Ensure students all have access to and are aware of this communication method.  
  - Create a back-up group email list from your roster in Outlook.  
  - Always use BCC field when emailing a group of students in order to comply with FERPA regulations. | Email  
  D2L  
  DePaul Blog  
  Google Group |
| Make your syllabus available digitally. | Email  
  D2L  
  DePaul Blog  
  Google Drive |
| Decide how you will distribute assignments and readings during a disruption.  
  - Become familiar with the process of making PDFs from hard copies.  
  - Familiarize yourself with how to use the Richardson Library’s E-Reserves system, ARES.  
  - Familiarize yourself with copyright rules governing e-distribution of articles and chapters.  
  - Consider e-book availability when selecting texts. | Email  
  D2L  
  ARES E-Reserves  
  DePaul Blog  
  Google Drive |
| Decide if/how you would continue active student participation in the event of a disruption.  
  - Determine whether your course be conducted successfully without discussion sections?  
  - If not, evaluate what kind of virtual classroom you would like to use.  
  - Plan for ways that your students may still give presentations. | Email  
  D2L Discussions  
  D2L Groups  
  D2L Virtual Classroom  
  D2L VoiceThread  
  Zoom  
  Google Hangouts  
  Slack |
| Consider capturing your lecture presentations for students to watch remotely. | D2L Panopto  
  D2L VoiceThread  
  Voice Over Powerpoint  
  Zoom |
| Identify an option for holding class and/or office hours virtually in the event of an extended disruption in normal University functions. | D2L Virtual Classroom  
  Zoom  
  Skype for Business  
  Google Hangouts  
  Slack |
| Designate a centralized place to collect student submissions. | Email  
  D2L Submissions  
  DePaul Box  
  Google Drive |
| Identify how you will evaluate student learning in a digital space.  
  - Identify how you would administer tests and exams remotely.  
  - Identify your preferred method for digitally commenting on and grading student work. | D2L Quizzes  
  D2L Examity  
  D2L Submissions  
  Turnitin GradeMark |