

# Instructor Checklist for Continuity of Instruction

## Key Guidelines:

- Any synchronous sessions (such as Zoom) must be held during regularly scheduled class times.
- Students may not be asked to pay for additional fees related to course delivery. This includes proctoring service fees.
- Courses must comply with FERPA. Grades may not be shared via email and only university approved educational technologies should be utilized.
- Please try to use the lowest bandwidth option that meets your instructional needs. Do not use Zoom for classes of greater than 150 students. Only use Zoom for interactive discussions. Use video, audio or text options for lecture delivery.
- If you have students needing disability accommodations, please work with DRES to assure accessibility of your online course.

## Checklist:

- If you are not already using a learning management system (Compass, Moodle, etc.) for your course, contact Tech Services to get a course shell created.
- Email your students ASAP that you are working on transition plans for the course and let them know when they can expect updated information from you on revised plans and access instructions.
- Use the chart on the [go.illinois.edu/keep-teaching](http://go.illinois.edu/keep-teaching) website to identify what method you will use to remotely replace your classroom content. Attend the appropriate trainings or use self-access guides.
- If your class is a laboratory/performance/field work/hands-on course, email [keep-teachingsupport7@illinois.edu](mailto:keep-teachingsupport7@illinois.edu) to set up a consultation for support on options for remote teaching for your particular course.
- Contact your designated department individual with information about your course continuity plans.
- If you have TAs, discuss with them your plans for transitioning the course and their role.
- Revise your syllabus and clearly communicate any changes in assessments and/or grading to students.
- Create mechanisms to collect assignments online and deliver exams remotely. Use the resources at [go.illinois.edu/keep-teaching](http://go.illinois.edu/keep-teaching) for guides on creating various assessments in your learning management system.
- Work with DRES to provide accessible course materials for any students requiring accommodations.
- Create a plan for how you will answer student questions. This could be discussion forum, email or synchronous office hours. Communicate this plan to students.
- Create regular cadence of communication to your students to inform them about instructional activities and upcoming due dates.