Lindenwood University

Course Continuity Guide

Use of this Guide

This guide is not intended as a "best practices for online teaching" guide. It is intended to provide timely support to faculty who must quickly move on-ground classes online.

General Tips

- Keep it simple and do what makes the most sense for your students, your course, and your pedagogical approach and skills.
- Consider using materials already available from a content expert or publisher.
- Rely on colleagues who teach online regularly and may have materials you can use.
- If you record videos, keep them short and use an external microphone or headphones with a microphone to reduce background noise.
- Have contingency plans in mind for students who struggle with the transition (e.g., cannot be present for synchronous activities or struggle to submit assignments).

FAQs	Considerations	Tools & Resources
How should I communicate with students?	Students in on-ground classes going online temporarily will need clarity on what to expect and what is expected of them. They will benefit from continual instructor communication and support as they navigate the adjusted learning environment and any adjustments made to the course. Frequent and thorough communication is recommended. Instructors are expected to make themselves available to students via email, phone, Canvas chat, conferencing tools, or other virtual means as appropriate to their pedagogy. Communications from students should be answered as quickly as possible, and within 24 hours during the workweek.	Use Canvas Announcements for communicating with students about course logistics, changes, reminders, and to alert them that new materials are posted. Make an announcement via text, short video, or audio. Use Canvas Inbox to send messages to the entire class, subgroups of students, or individual students. Use Canvas Conferences to hold virtual office hours.
How do I distribute course materials?	Instructors will need to make any materials they would normally distribute in class available to students on Canvas, giving them plenty of time to review or read materials before assessments occur or assignments are due. When a new reading, assignment, or other course document is posted, make an announcement that alerts students to the	You can add a file to your course by uploading a file. Create a new page in a course Create an assignment

	new posting and clearly outlines how and when it should be used. Post materials in an organized way (keep the student-as-user- in mind), clearly label all files posted, and make sure to post all materials students will need to complete an assignment or other assessment (e.g., assignment rubric).	
How do I conduct class activities / deliver content?	Instructors will need to make decisions about how to best achieve their course learning outcomes via online instruction and consider what, if any, changes might be needed to course schedules, assignments/ assessments, and expectations. **Delivering Lectures** Canvas allows instructors to deliver course content and conduct class activities synchronously or asynchronously. **Class Discussions** Classroom debates and discussions can be translated online using tools in Canvas. **Other Learning Exercises and Discipline-specific Exercises** Instructors may need to think creatively about how to facilitate via Canvas learning exercises they normally do in on-ground classes. Consider the learning goals for the learning exercise you typically use. Is there a way to keep the exercise the same in a virtual environment? If not, is there an alternative way to achieve the same learning goal / observe the same learning outcomes? Some examples of learning activities that can be done online include asking students to view outside resources on Youtube or LinkedIn Learning and reflect on what they learned, using facilitate small group work, using synchronously offer students private lessons in a music	Use Canvas Conferences to [deliver a synchronous lecture](#) or to [record an asynchronous lecture](#). [Creating a Discussion in Canvas](#) [8 Tips for Facilitating Effective Online Discussions](#) [Facilitating Group Work in Canvas](#) Use [Canvas Conferences](#) or Zoom to conduct a private lesson or student conference. Check out [Merlot.org](#) for online learning materials from various disciplines (includes virtual labs, case studies, assessments, simulations, virtual tours, etc.).

	class, using free virtual labs or [case problems](#) in lieu of lab assignments.	
How do I collect assignments, administer assessment, and give student feedback?	Consider which of your assignments and assessments can remain the same and which require adjustments based on the online learning environment. **Assignment Submission** If you have not already created the assignment in Canvas, start there. If you have already have the assignment for gradebook purposes, you might need to change the submission type to online. **Assessments** You may find that you have to conduct formative and summative assessments of student learning online. Authentic assessment is possible in the online environment. Set clear expectations for how students should approach assessments. Rubrics help to more objectively assess student learning while providing a structured means for feedback. **Feedback** Students need timely feedback, which may be especially important during this temporary change. Through the Canvas SpeedGrader, instructors can give students feedback on assignments, quizzes, or discussions; it allows for video, audio, and written feedback.	[Create an Assignment in Canvas](#) [Online Assignment Submission](#) [Create a Quiz / Exam in Canvas](#) [Using SpeedGrader to Give Feedback](#)
I still need help! Where do I go?	Each academic school has established a team of administrators and experienced online teachers who are available to offer front-line support to faculty in their schools who need guidance regarding online teaching or course policies. Initial questions should be directed to that team to alleviate the load on Lindenwood Online and Lindenwood Learning Academy staff.	Lindenwood has invested in 24/7 technical support from Canvas. The [Canvas Instructor Guide](#) is kept up-to-date and may provide a helpful starting point. • [Chat with Canvas Support (Faculty)](#)

	Lindenwood Online (lindenwoodonline@lindenwood.edu) and Lindenwood Learning Academy (knorwood@lindenwood.edu) staff will be available for individual consultations by appointment during regular business hours.	• Chat Support Hotline (Faculty): 1-833-808-5687 As students may also have Canvas related questions, you may also wish to refer them to Canvas Support: • [Chat with Canvas Support (Students)](#) • Canvas Support Hotline (Students): 1-855-691-2240

Brought to you by Lindenwood Online and the Lindenwood Learning Academy

This resource was influenced and aided by consultation of documents created by UNC Charlotte (https://teaching.uncc.edu/sites/teaching.uncc.edu/files/media/About/UNC%20Charlotte-Course-Continuity-Plan_Instructor-Worksheet.pdf) *and Indiana University (keepteaching.iu.edu).*