

EMERGENCY ONLINE INSTRUCTION CHECKLIST



Use this checklist to maintain academic continuity in the event of an unexpected disruption due to emergency school closure.

1 CREATE A COURSE PLAN

- Determine the delivery of instructional materials (microlectures, resources, discussion)
- Identify the tools students need to be able to participate in class
- Determine resources / training you need to teach with these tools
- Determine resources / support students need to learn with these tools
- Identify the instruction, projects, activities, and/or assignments can be easily moved online
- Identify possible alternatives for any aspect of the course that cannot be easily moved
- Consider students affected by illness or who lose access due to emergency circumstances

2 CREATE A COURSE MAP

- Identify learning objectives and planned units of instruction
- Organize those items into units, modules, and lessons
- Put in teaching artifacts that you identified can be easily moved online
- Put in teaching artifacts that you identified alternatives for
- Identify gaps where teaching artifacts will need to be created
- Write the status next to each item listed
- Prioritize items (easily moved, alternative identified, needs created)

3 IDENTIFY TOOLS & RESOURCES

- Identify platform or learning management system for instruction delivery
- Inventory hardware you have available at home (device, camera, microphone, phone)
- Identify hardware needs and seek out school resources to address gaps
- Identify software and applications that you have available to you
- Identify software and application needs and seek out school resources to address gaps
- Determine that students have access to all hardware and software you want them to use

ACCOUNTING FOR ACCESS

Avoid adopting tools that create unnecessary access barriers (i.e. requiring an additional purchase of an access code) unless they will be used after the emergency

Understand that students relying on mobile devices may need alternative content and ensure that you create and curate accessible content and mobile-friendly content

Make a plan to support students who require differentiated instruction, accommodations, or accessible digital content

4 SCHEDULE TRAINING

- Sign up for any emergency-prep training available through your institution
- Sign up for regularly scheduled trainings for tools you want to use in an emergency
- Review available online support resources and bookmark them
- Request training if it is not currently available

5 COMMUNICATE CLEARLY

- Create an email template for communicating with students in the event of an emergency
- Outline your plan for moving the course online
- Explain any changes that you needed to make and why you made them
- Identify the hardware and software they will need to participate in the course
- Provide available support (Help Desk, third-party support, course and school resources)
- Explain the back-up plan and/or alternative in case something does not go as planned



During an emergency, students may not prioritize learning and work. Be realistic with expectations for what can be achieved online, especially if students are not experienced online learners.