TVCC Academic Continuity Faculty Checklist

Do you have a written explanation of procedures within your syllabus/course to provide to students prior to a crisis occurring?

Do you have a plan for how you will communicate with students regarding alternative activities/meeting spaces for your class?

Do you know the contact information for relevant members of your department (i.e.: chair, dean, and administrative assistant)?

Do you know who to contact in order to arrange for a substitute instructor in case of your unavailability?

Have you thought through how normal class activities would be performed if not in a physical classroom?

Do you have a general grasp of how to use both asynchronous and synchronous technologies for creating and communicating within your online course space? (i.e.: Canvas, Zoom, Office 365)

Have you thought about how to deliver online testing using technology resources? (i.e: Respondus lockdown browser, Respondus Monitor)

Do you have access to technology from home or work to deliver online instruction? (i.e: Laptop, desktop, webcam, headsets, microphones)

Do you know how to access your network drives and departmental files remotely?

Do you know who on campus to contact for additional technology help and resources?

Have you encouraged your students to download the TVCC mobile app to stay up to date with college announcements?