

## ACADEMIC CONTINUITY PREPARATIONS

**We encourage you to plan ahead to facilitate continued instruction in case there is a need to move face-to-face courses to online. Taking a few simple steps will make the transition easier should that decision be made.**

1. Add a statement to your syllabus, such as:  
*"In the event of a campus emergency that disrupts academic activities, course requirements, deadlines, and grading percentages are subject to change. Information about changes in this course will be communicated as soon as possible by email and on Canvas. If we are not able to meet face-to-face, students should immediately log onto Canvas and read any announcements and/or access alternative assignments. Students are also encouraged to continue the readings and other assignments as outlined on this syllabus or subsequent syllabi."*
2. Ensure your syllabus contains enough information for each week of the term such that students could continue on their own for a short period of self-study, if needed.
3. Create these basic elements within your Canvas course site:
  - a. Upload the course syllabus.
  - b. Set up a basic gradebook with placeholders for assignments.
  - c. Create a way to accept student assignments electronically.
  - d. Publish your Canvas shell.
4. Make a contingency plan for alternative assignments and assessments.
5. Maintain academic rigor.

Prioritize course activities that directly support desired learning outcomes.

- PHSC has online trainings to demonstrate tools within Canvas. Demonstrations and hands-on trainings are available:
  - March 20: Open structured lab sessions on each campus – TBA
  - Week of March 23rd Monday - Thursday: Small Group and Collaborative Sessions at campuses and/virtually.
  - Training recordings are located at this [link](#).
  - PHSC will provide a Canvas Course entitled "Academic Continuity: Mission Control" with quick facts.
- PHSC will provide a link with quick facts for moving a face-to-face class to a virtual environment. Help guides along with videos are available. Those links will be forthcoming.
- Conference Tools Options:
  - **Big Blue Button (CANVAS) – Cheat Sheet begins on Page 4.**

## ACADEMIC CONTINUITY PLAN

**As we continue to monitor the coronavirus (COVID-19), this document will provide guidance to assist in maintaining academic continuity. While we understand that not all courses are conducive to remote and online learning modalities, the academic continuity plan is essential to providing PHSC students an uninterrupted academic experience.**

### ALL Face-to-Face classes delivered to Online Format

All classes go online via Canvas effective March 30, 2020. Faculty will use Canvas to hold synchronous or asynchronous sessions with students via voice, video, chat, screen-sharing and whiteboard. Specific programs with programmatic needs not conducive to remote learning will have communication from their respective academic deans.

- Provide remote or online alternatives via Canvas. Allow remote submission of assignment through Canvas.
- Labs and performance class options are still being determined.
- Health program clinical hours and training hours for Welding, Law Enforcement, Fire Science, and Flight classes will need to be made up; further guidance will be provided in the case of extended campus closing.
- PHSC will provide a website for faculty that outlines the tools available to quickly move a class to a virtual format.
- Faculty should provide the following to students:
  - Flexibility with attendance policies.
  - Clear, early and often communication about course policies using channels with which students are familiar.
  - Options to make up missed exams and assignments.
  - Prompt email responsiveness to students.

### Faculty are Self-Isolating, Quarantined or Ill

Faculty should contact their dean immediately if they are too ill to conduct class remotely either synchronously or asynchronously. We will follow existing procedures including the possibility of a substitute covering the class.

If faculty are able to perform their duties remotely, then the following options are available:

#### Asynchronous Class

- Faculty will use Canvas Conference to hold asynchronous sessions.
- Students will submit assignments through Canvas.

#### Synchronous Class

- Students attend class during regular scheduled time.
- Faculty uses Canvas Conference tools to remotely teach the class.
- Facilitator will attend the class to assist.

For technical credit courses, preference will be synchronous online classes. Courses that require majority in-person activities will be reviewed on a case-by-case basis with the respective academic dean.

## BEST PRACTICES FOR TEACHING ONLINE

### Instructor Presence

Establish teaching presence early and often:

- Post announcements, appear on video and participate in discussions.
- Show your personality, passion, and expertise.

### Real World Applications

Motivate students by making a real-world connection:

- Show students how they will apply what they are learning.

### Teach for Online Students

Orient students to the online course:

- Break learning into smaller chunks. Establish a pattern of activity and due dates.
- Describe expectations for online participation, communication, and netiquette.
- Provide technical support information.

### Clear Expectations

Help students dive straight into the content by providing them with:

- Detailed syllabus.
- Due dates and schedule.
- Clear assignment directions.

### Learning Objectives

Alignment matters! Be sure that:

- Course content aligns with objectives and assessments.
- Extra content not directly supporting the learning objectives is removed or made optional.

### Prompt Feedback

Provide feedback to improve student outcomes:

- Reinforce important materials, concepts, and skills.
- Provide timely feedback students can apply during the course.

### Engage Students

The quality of interaction between students is a sign of a successful class:

- Create educational experiences for students that are challenging, enriching, and that extend their academic abilities.
- Provide students with opportunities to interact with peers, such as through discussion and group work.

### Helping Students

There may arise situations in which the student remains unresponsive and his/her performance in the course has not improved. In such scenarios the student may benefit from having a Faculty Alert issued.

If you are not familiar with the Faculty Alert system, we encourage you to view the following link for a 10 minute program with more information and instructions on how to issue an alert:

<https://phsc.instructure.com/courses/1280012>

Please call 727-816-3311 if you need assistance.

## Canvas Conferences BigBlueButton Quick Guide for Presenters

Faculty can schedule Conferences to meet virtually with their students. Students can use Conferences to meet within their student groups. The webconference tool used by Canvas is BigBlueButton.

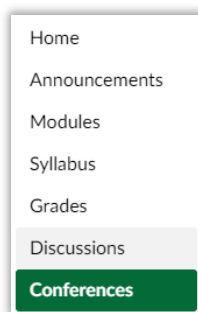
At this time, there is no closed captioning function within Canvas Conferences.

### Preparation

1. As the presenter, you can join the audio using a telephone or headphones with a microphone.
2. In order for students to join the conference, you must have “Conferences” in the course navigation bar. To add it, open the course and click SETTINGS > NAVIGATION. Drag “Conferences” into the active items. At the bottom of the screen, click SAVE.

### Set up a Conference

1. Open Chrome, Firefox, or Safari.
2. Log into Canvas and select your course
3. In Course Navigation, click the **Conferences** link.



4. Click the **+New Conference** button in the top right corner of the screen.
5. Type a name, duration, and description. Optionally, enable recording or set no time limit.

**NOTE: Recordings are automatically deleted after 14 days.**

NOTE: The time limit will begin when the presenter starts the conference. Once the duration has expired, new participants will be unable to join. The conference will continue until the last person leaves the conference room or the conference organizer concludes the conference.

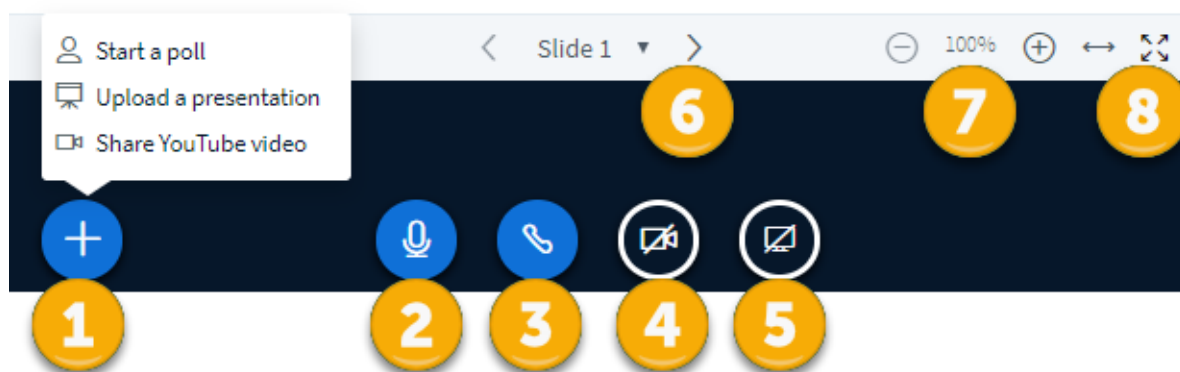
6. By default, all members in the course will be invited to the conference. If you unclick **Invite All Course Members**, you will see the option to select individuals. There is no user limit.
7. Click **Update**.

## Start a conference & join the audio

1. In Course Navigation, click the **Conferences** link.
2. Next to the conference you want to start, click the **Start** button.
3. Canvas will direct you to the conference room for your conference
4. "How would you like to join the audio?"
  - a. Select **Microphone** to use your headphone and microphone. You may be prompted to allow permission to use your microphone. Select **Allow**.
  - b. Click **Join using your phone** to see the conference call number and PIN number. The Audio Test will appear. Speak a few words and verify that you can hear them through your headphones (not your speakers). If the audio is working, click **Yes**.

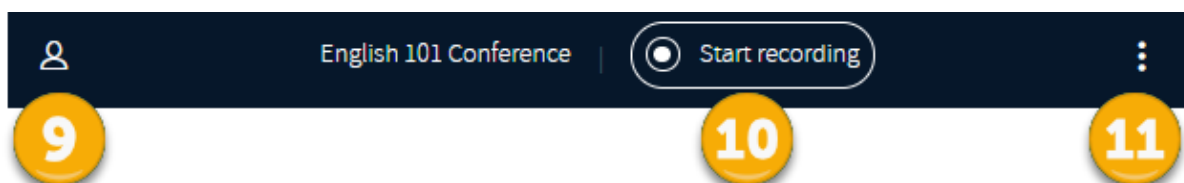
## The BigBlueButton interface:

### Lower Toolbar

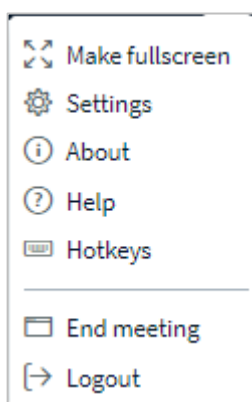


- (1) Click **+** to start a poll, upload a presentation, or share a YouTube video.
- (2) **Mic icon** mutes/unmutes yourself.
- (3) **Phone icon** removes you from the audio conference.
- (4) **Camera icon** turns on/off your webcam.
- (5) Click the **Screen icon** to share/stop sharing your screen. If you have multiple monitors, you will be prompted to select a monitor. **Note:** Keep in mind that when you are sharing your screen, participants can see everything on your screen, so it is a good idea to close email, instant messaging, alerts, etc.
- (6) Navigate through slides using the **left and right arrows**.
- (7) Zoom in and out of the presentation using the **-/+ buttons**.
- (8) Fit the presentation to the width of the screen or set it to fill the screen using the fit buttons. Press ESC on your keyboard to exit full screen.

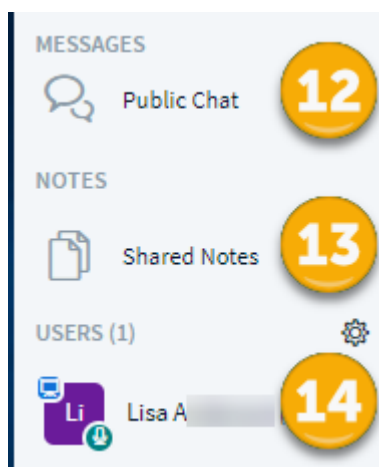
## Upper Toolbar



- (9) **The User List Toggle** hides/shows the left sidebar.
- (10) If you enabled recording when settings up the conference, the **Start Recording** button will appear at the top of the screen. Users will be notified by a message onscreen when you start recording. Click the recording button again to pause the recording. The recording will stop when you end the conference. **NOTE: Recordings are automatically deleted after 14 days.**
- (11) Click the **3 dots** for additional options, including:



## Left Sidebar



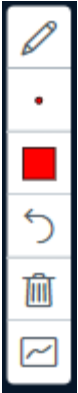
- (12) The **Public Chat** window contains the welcome message for the conference and contains all the chat messages throughout the conference.

- (13) Multiple users can contribute to **Shared Notes**. Anyone can click the **Import/Export icon** in the Shared Notes toolbar to export the notes as a Word document, PDF, etc.



- (14) The **Users** panel displays the users in the conference. You can mute users (including yourself) by clicking on a name and selecting **Mute user**.


## Annotation Toolbar



The annotation toolbar only appears when sharing files or slides. It does not appear when sharing your screen. Use the pen to mark-up the presentation on screen. Click the buttons to select a pen type, thickness, and color, or to undo your annotations.

Click the Multiuser Whiteboard icon at the bottom of the list to allow others to annotate at the same time.

## End a conference

Close the browser tab or, from the top right corner of the screen, click the  (3 dots) icon and select **End Meeting**.

There is often a lag between when you end a meeting and when the Canvas Conferences page is updated. The Conferences page may display “In Progress” for several minutes after the meeting is over. To manually update the page, click **END**.

Once a conference is ended, it moves to the Concluded Conference section and cannot be reopened.

## View a recorded conference

To view a recorded conference, in Course Navigation, click the **Conferences** link. Find the concluded conference. Click on it to open its details. Click the **presentation** link to open and play the recorded conference. **NOTE: BigBlueButton recordings are automatically deleted after 14 days.**

## References

This document was created from documents published by the Canvas Doc Team

<https://community.canvaslms.com/community/answers/guides/canvas-guide>

For help with BigBlueButton, watch these short tutorial videos: <https://bigbluebutton.org/videos/>