

# INSTRUCTIONAL CONTINUITY FOR INSTRUCTORS

At times, any one of an array of events (e.g., pandemics, natural disasters; human-caused disasters) can disrupt faculty’s ability to teach a course via on-campus, in-class sessions. These disruptions are rare, but when they occur, they are consequential for the entire campus community. Stan State’s commitment to students includes making sure that we have a capacity for students to complete their courses despite disruptions whenever possible through planning for alternative instruction that can substitute for on-campus classroom learning experiences.

The steady advancement of various communication and instructional technologies has greatly enhanced faculty’s opportunities to provide quality learning experiences for students as alternatives to on-campus, in-class instruction. With advance planning, training on selected user-friendly technologies, and available mentoring on ways to use the technologies effectively for instruction, faculty will be better prepared to continue instruction through many different forms of disruption.

Stan State’s capacity to continue instruction through disruptions will generate several significant benefits for students, faculty and the entire campus. For students, they are able to maintain their progress toward their degrees, which can avoid sometimes serious financial and personal costs. For faculty, they have the peace of mind that they can complete teaching assignments that are a condition of their employment, salary and professional advancement. For the campus, in addition to demonstrating its commitment to student success – even in the face of disruptions – it avoids the daunting prospect of sorting out how to handle the financial and reputational fallout from an incomplete (or lost) instructional term.

<b>Component</b>	<b>Alternatives to In-Class</b>	<b>Instructional Technologies at Stan State</b>	<b>Other Resources Free for Faculty &amp; Students</b>
<i>Announcements</i>	Blackboard	Blackboard (Bb) Announcements	
<i>Syllabus</i>	Blackboard	Bb Syllabus	
<i>Gradebook</i>	Blackboard	Bb Grade Center	
<i>Lectures</i>	Recorded lectures and screencasts	<a href="#">Zoom</a> ; <a href="#">Camtasia</a> ; <a href="#">VoiceThread</a>	<ul style="list-style-type: none"> <li>• <a href="#">Zoom</a></li> <li>• <a href="#">Camtasia</a></li> <li>• PowerPoint</li> </ul>

<i>Discussions</i>	Scheduled synchronous online sessions; asynchronous online sessions.	<ul style="list-style-type: none"> <li>• <a href="#">Zoom</a> (synchronous with or without breakout groups)</li> <li>• <a href="#">VoiceThread</a> in Bb (async)</li> <li>• Bb Discussions (async)</li> </ul>	
<i>Assignments</i>	Online distribution and submission, peer review	<ul style="list-style-type: none"> <li>• Bb Assignments</li> <li>• Turnitin in Bb</li> </ul>	<ul style="list-style-type: none"> <li>• Turnitin</li> </ul>
<i>Labs</i>	<ul style="list-style-type: none"> <li>• Take part of lab online; Provide video demonstrations of techniques;</li> <li>• Investigate virtual labs; Provide raw data for analysis; Explore alternate software access</li> </ul>	<ul style="list-style-type: none"> <li>• Bb Content &amp; Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Merlot</li> <li>• YouTube Videos.</li> <li>• Excel.</li> </ul>
<i>Activities</i>	Group Activities/Collaborations	<ul style="list-style-type: none"> <li>• <a href="#">Zoom</a></li> <li>• Office365</li> </ul>	
<i>Guest speakers</i>	Live and/or recorded personal guests; curated content from across the internet	<ul style="list-style-type: none"> <li>• <a href="#">Zoom</a> (live and recorded); stored in Zoom cloud; linked in Blackboard</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Zoom</a></li> <li>• TedEd videos</li> <li>• Online videos (e.g., YouTube, Kahn Academy; TED Talks; etc.)</li> </ul>
<i>Group work</i>	Online team collaboration	<ul style="list-style-type: none"> <li>• <a href="#">Zoom</a></li> <li>• MS Teams (integrates with Office 360)</li> </ul>	
<i>Projects</i>	Online team collaboration	<ul style="list-style-type: none"> <li>• <a href="#">Zoom</a></li> <li>• MS Teams</li> </ul>	

<i>Presentations (group or individual)</i>	Recorded student presentations	<ul style="list-style-type: none"> <li>• <a href="#">Zoom</a> (live and recorded); stored in Zoom cloud; linked in Blackboard</li> </ul>	
<i>Assessments (quizzes, tests, midterms)</i>	Online assessments	<ul style="list-style-type: none"> <li>• Blackboard quiz tool</li> </ul>	
<i>Office hours</i>	Scheduled real-time online sessions	<a href="#">Zoom</a>	
<i>Final exams</i>	Timed online exam	Blackboard	

## KEY TECHNOLOGY TOOLS AND SUPPORT:

### BLACKBOARD

Blackboard is the campus learning management system (LMS). It provides a powerful platform for educators to use for online instruction as well as a complement to onsite instruction. All courses automatically have an existing Blackboard course “shell.” Login at <https://blackboard.csustan.edu>.

### CAMTASIA

Camtasia is a screen recorder and video “factory” for both Windows and Mac. You can use Camtasia to record lectures, instructional videos (“how to’s”), explainer videos, and edit them by adding various effects. You can download the software on the [Instructional Technology web page](#). Contact the OIT Technology Support Desk for a license code.

### ONE DRIVE (OFFICE365)

Office365 provides every instructor and student with a OneDrive cloud storage solution as well as online access to Word, PowerPoint, and Excel (among other apps). Click the Office365 icon in MyCSUStan or sign-in with your university email address at <https://www.office.com>.

## VOICETHREAD

VoiceThread is a learning tool for enhancing student engagement and online presence. With VoiceThread, instructors and/or students can create, share, and comment on images, Microsoft PowerPoint presentations, videos, audio files, documents, and PDFs, using microphone, webcam, text, phone, and audio-file upload. VoiceThread is already integrated with Blackboard (under Build Content). Sign in to <https://csustan.voicethread.com> to get started.

## ZOOM

Stan State has adopted [Zoom](#) as a multi-faceted communication tool that offers an impressive array of capacities useful for synchronous communications and asynchronous interactions. It is available in MyCSUStan. It is a user-friendly yet powerful way to accomplish the following:

- Videoconferences for synchronous class meetings and office hours (including video, voice only, screen sharing, chat channel, breakout rooms, closed captioning)
- Video recording of lectures or guest speakers by faculty (including video, screen sharing, closed captioning)
- Video recording of presentations or speeches by students (including video, screen sharing, closed captioning)

# My Instructional Continuity Plan

Instructor: \_\_\_\_\_

Course(s): \_\_\_\_\_

Term(s): \_\_\_\_\_

## Plan Development Steps

1. **Key Components:** Identify key components intended for alternative instruction; insert into matrix.  
*NOTE: Selection may involve judgments about what is essential to start/continue/complete a course that could include suboptimal (but workable) choices.*
2. **Alternatives:** Identify intended alternative in-class forms of selected components. *NOTE: Selection may involve judgments about what is essential to start/continue/complete a course that could include suboptimal (but workable) choices.*
3. **Instructional Technologies:**
  - a. **Identify** the instructional technologies preferred for each alternative instruction component.  
*NOTE: Those relatively new to online instruction are encouraged to first leverage the LMS's many tools (Blackboard) as it is designed expressly to support online forms of instruction. Most Stan State students are likely quite familiar and comfortable with Blackboard.*
  - b. **Prioritize** the most important of your selected instructional technologies (i.e., those you intend to use the most frequently and centrally) and examine user guides to build basic operational skills.
  - c. **Locate** and explore guidance for effective instructional practices using the selected instructional technologies.
4. **Student Continuity Plan:** Prepare a student-oriented Instructional Continuity Plan document and make it available to all students in every course.

Component	Alternatives to In-Class	Instructional Technologies at CSUSB	Other Free Resources
<i>Announcements</i>			
<i>Syllabus</i>			
<i>Gradebook</i>			
<i>Lectures</i>			
<i>Discussions</i>			

<i>Assignments</i>			
<i>Labs</i>			
<i>Activities</i>			
<i>Guest speakers</i>			
<i>Group work</i>			
<i>Projects</i>			
<i>Presentations (group or individual)</i>			
<i>Assessments (quizzes, tests, midterms)</i>			
<i>Office hours</i>			
<i>Final exams</i>			