

# MINNEAPOLIS COLLEGE OF ART AND DESIGN

## ACADEMIC CONTINUITY: PREPARE TO TEACH FROM ANYWHERE

### — A Guide for Faculty

*Last Updated: April 10, 2020*

Things happen.

It could be a snow day, a family emergency, a viral outbreak, a natural disaster. Something may prevent your class from meeting on-campus. What should you do if that happens? How can you continue teaching? What can you do now to prepare?

Don't worry. You've got this.

This guide will help you identify some **things you can do right now** to prepare for an emergency. Many of these things will help your class even if there isn't an emergency – and may save you time in the long run.

### THINGS TO REMEMBER

To prepare for the unexpected, it's important to remember a few things:

- **Your class will change.** That's okay, you're adaptable. It's not going to be perfect, but it will continue to be good.
- **Put people first** – yourself included. Build empathy and community. Prioritize well-being over specific learning outcomes.
- **Keep it simple.** Be realistic with your expectations for yourself and your students. Below we recommend tools that faculty have found easier to learn and use.

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### ACADEMIC CONTINUITY COMPANION VIDEOS

Online Learning has created a walkthrough of this guide, including a tutorial of Google Meet and how to do some of these things in Blackboard.

 [Watch the Full Playlist](#)

## PHASE 1

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### PREPARE

**Check your off-campus internet connection.**

Remote learning will be easiest with a strong, stable internet connection that supports video conferencing. Several Internet Service Providers are providing options to help people deal with the COVID-19 pandemic.

Resources:

- [MCAD Knowledge Base: Internet Service Providers for Remote Learning](#)

**Verify you can access your online classroom in Blackboard/Canvas.**

Every class at MCAD has access to an online classroom on Blackboard <<https://learn.mcad.edu>> or Canvas <<https://canvas.mcad.edu>>. It's already set up and prepopulated with your students and their email addresses. This online classroom will be your home base in an emergency. You can use it for communication, resource sharing, assignment collection, test facilitation, and more. Make sure you can access your course.

Resources:

- ❑ [▶ 1.0 – Intro | Academic Continuity Companion](#)
- ❑ [▶ 1.1 – Tools of the Trade | Academic Continuity Companion](#)
- ❑ [▶ 1.2 – Getting to the First Class Meeting | Academic Continuity Companion](#)
- ❑ [▶ 1.3 – Logging into Blackboard | Academic Continuity Companion](#)

❑ **Check that you have a link to your syllabus (Google Doc) in Blackboard/Canvas.**

We recommend linking a Google Doc, rather than uploading a PDF or Word Doc. A Google Doc can be changed on the fly from a phone, without re-exporting and re-uploading to the Blackboard/Canvas. PDFs can be more difficult to read on small screens.

Resources:

- ❑ [▶ 1.4 – Check Your Syllabus Link | Academic Continuity Companion](#)
- ❑ [▶ Canvas: How to Create and Link your Syllabus](#)

❑ **Update your Faculty Info in your syllabus and in the Blackboard/Canvas.**

What's the best way for students to reach you in an emergency? Who should they contact if they can't get a hold of you?

Resources:

- ❑ [▶ 1.5 – Update Faculty Contact Info | Academic Continuity Companion](#)

❑ **Set up Google Hangouts Meet in Blackboard/Canvas.**

Google Meet <<https://meet.google.com>> is a free, easy-to-use online meeting tool that allows you to meet with up to 25 students remotely. It's a great fit for office hours if students are self-isolating or unable to come to campus. Once set up for office hours, you can use the same online meeting room if you ever need to host a live online class meeting.

Resources:

- ❑ [▶ 1.6 – Setup a Google Meet Link in Bb | Academic Continuity Companion](#)
- ❑ [▶ 1.7 – \(Optional\) Make Breakout Rooms | Academic Continuity Companion](#)
- ❑ [▶ 1.8 – Using Google Meet: A Tour | Academic Continuity Companion](#)
- ❑ [▶ BONUS – Tips for Hosting Live Online Meetings with Lafe Smith | Academic Continuity Companion](#)

❑ **Remember accessibility.**

Consult with the [MCAD Learning Center](#) if you have students with accommodations that could be impacted by the shift from on-campus to online learning.

❑ **Clarify the protocol when your class can't meet on-campus.**

In your syllabus, add language about what you will do if you can't meet on-campus. Also revisit your attendance and make-up policy if students are unable to attend due to illness or emergency.

For example:

⋮

PROTOCOL IF WE CAN'T MEET ON-CAMPUS

In the event we cannot meet on-campus, we will meet at our normal meeting time using Google Meet. In this event, I will post an announcement in [Blackboard/Canvas] with the link and other instructions.

ABSENCE DUE TO AN ILLNESS OR EMERGENCY

If you cannot attend class due to an illness or emergency, please notify me ASAP. Please do not come to class if you are ill. If you are able to join remotely via Google Meet, please let me know.

You will be responsible for the content of the class meeting, and I will outline what you need to do to make-up the work.

For example, you may need to:

- get notes from your peers,
- do some independent research on topics discussed,
- attend a make-up lecture and discussion during our office hours
- complete an alternative assignment in lieu of in-class activities (e.g. write a response paper, create video presentation to share with your peers).

I will decide what makes the most sense given the circumstances.

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Resources:

- ❑ [MCAD's COVID-19 Resource Page](#)
- ❑ [MCAD COVID-19 Frequently Asked Questions](#)

## PHASE 2

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### ENHANCE YOUR CLASS

Below are some recommendations for how to enhance your class with online tools. You don't need to do all of these things. Keep it simple and pick the ones that make the most sense for you and your students.

#### **Communicate with Announcements in Blackboard/Canvas**

Announcements are a good way to share information with the group. You can add an announcement to Blackboard or Canvas, and have that go out to students as an email. Plus, it creates a record in the course for students who may miss the email message.

Resources:

- [▶ 2.1 – Announcing Your Next Class Meeting | Acad. Continuity Companion](#)
- [▶ 2.2 – Creating Announcements in Blackboard | Acad. Continuity Companion](#)
- [▶ Canvas: How to make an announcement](#)

#### **Share notes and resources in Blackboard/Canvas**

If you have handouts, lecture notes, videos to share, assignment sheets, consider sharing them on Blackboard/Canvas. It will make it easier for you and students to find, whether there's an emergency or not.

Resources:

- [▶ 2.3 – Share Resources on Blackboard | Academic Continuity Companion](#)
- [▶ 2.4 – \(optional\) An Example Online Meeting Plan](#)
- [▶ Example Online Meeting Plan from 2.4 \(Google Doc\)](#)

#### **Start collecting work online in a discussion board.**

The Blackboard/Canvas discussion board makes for a great assignment dropbox. It's open so that students can see one another's work. They can even write responses if you want.

In Blackboard/Canvas set up a Discussion for each week. Ask your students to start sharing their work before the class begins. It could be a photo or video, a link to a Google Doc or an interactive project, or just a written response right in the discussion.

Resources:

- ❑ [▶ 2.5 – Using the Discussion Board to Collect Work | Academic Continuity Companion](#)

## ❑ **Create Simple Video Demos or Lectures (optional)**

If there's a standard lecture or demo that you always do, consider recording it and then sharing it with students in Blackboard/Canvas. You can use the in-class time for discussion or questions. For students unable to make the class meeting (or just needing a review), it won't require you to repeat yourself.

### Resources

- ❑ [▶ 2.6 – Recording Screencasts and other suggestions](#)
- ❑ [▶ How to Record Your Screen with QuickTime Player](#)
- ❑ [Making Educational Videos for Your Classroom](#) (KB Article)
- ❑ [MCAD Linked-In Learning \(formerly Lynda.com\)](#)

## PHASE 3

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### WHEN YOUR CLASS CAN'T MEET ON-CAMPUS

You've received an email from MCAD that your class can't meet on-campus. What are your next steps?

At this point, you should have completed phase 1. Verify that you have:

- ❑ Set up a remote Google Hangouts Meet link in Blackboard/Canvas.
- ❑ Updated your syllabus with
  - ❑ Instructions if you can't meet on-campus.
  - ❑ Instructions for those who are sick or unable to attend due to an emergency

Here's our recommendation:

#### ❑ **Communicate with your students about the change in plans.**

Post an announcement or send an email via Blackboard/Canvas. A sample message below:

```
TO: The Class
FROM: Teachy McTeacherface
SUBJECT: This Week's Class Meeting is Online
```

```
Hi folks,
```

As you may have heard, this week we're unable to meet on-campus, but GOOD NEWS! We can be together online!

#### CLASS MEETING DETAILS

- Thursday, 1pm Central (Our normal meeting time)
- <https://meet.google.com/<meeting-code>>.
- There's a link to our class meeting in the Blackboard left-hand menu as well.

#### TENTATIVE AGENDA

- Hello and how is everyone?
- Round-robin: Share your progress
- Work Time and 1-on-1 Meetings
- Q+A and Wrap-up
- Assignment for Next Week

#### WHAT TO DO? WHAT TO BRING?

Please be prepared to share and discuss your work.

- Review this [Learning from Anywhere Checklist](#)
- Take some **well-lit** images of your work (holding them up to the camera doesn't work so well).
- Identify 2-3 questions you have for the group about your work
- Wear headphones. We have a large group, so headphones will help reduce echo.
- Reboot your computer and close out any extra apps before we meet. Online meetings can be resource intensive, so a fresh boot helps prevent technical difficulties.

I'm looking forward to seeing everyone this Thursday. Please let me know if you have questions before then.

Best,

Teachy McTeacherface

#### **Send reminders before your first class meeting.**

A good rule of thumb is to send a reminder the day before, and then send another reminder an hour before.

#### **Prepare to take attendance at your first class meeting.**

You will have to report this information to Records. You can get your class list from the Blackboard Gradebook or [my.mcad.edu](http://my.mcad.edu).

## Resources

- ❑ [▶ Seeing Your List of Students in Blackboard | Academic Continuity Companion](#)

### ❑ **Prep for hosting your remote class meeting with Google Meet.**

Test the following:

- ❑ Does the Google Meet link work?
- ❑ Can you share your screen?
- ❑ Do you know how to mute yourself?
- ❑ Can you share a link in the Chat?
- ❑ Can you turn off your video if your connection is laggy?
- ❑ Can you record the meeting if needed?
- ❑ Do you have materials that you'd like to share uploaded to Blackboard/Canvas?

## Resources:

- ❑ [Student Guide: MCAD Academic Continuity – Learning from Anywhere](#)

### ❑ **Meet online with your students.**

For tips on structuring a live online session, check out these resources:

- ❑ [WEBINAR: Using Live, Online Sessions to Support Continuity of Instruction](#)  
Best practices for teaching in a live online session from the Online Learning Consortium.
- ❑ [Teaching a Live, Online Session: Checklist and Lesson Plan Template](#)  
Specific tips for running a great online session with your students.

### ❑ **Follow-up with your students.**

After your first meeting, post an announcement to remind them of next steps.

## WHERE CAN I GET HELP?

Keep in mind that support areas may have a large volume of help requests in an emergency, so we appreciate your patience.

- **MCAD Online Learning** <[online@mcad.edu](mailto:online@mcad.edu)>

We're always happy to help. We can answer your questions about Blackboard, Canvas,



or best practices for teaching and learning online. Email us to set up a time for a help session.

- **MCAD Help Desk** <[computer\\_support@mcad.edu](mailto:computer_support@mcad.edu)>  
If you're having problems logging in, technical issues with your computer, or need help connecting to the MCAD class server or other campus resources remotely.
- **MCAD Learning Center** <[learning\\_center@mcad.edu](mailto:learning_center@mcad.edu)>  
If you want assistance with modifying your accommodations for an online setting, the MCAD Learning Center can help. Students can also [make an appointment to meet online](#) with a tutor.

Self-help options:

- [MCAD Knowledge Base](#)
- [Blackboard Basics Workshop](#)
- [MCAD Online Learning YouTube](#)

## TEACHING RESOURCES



### HAVE A SUGGESTION?

If there's a great resource that you'd suggest adding, let us know!

[Suggest a Teaching Resource](#)

- MCAD
  - [COVID-19 Updates](#)
  - [Faculty Need-To-Know Updates](#)
  - [COVID-19 FAQs and resources for the MCAD community](#)
  - [Faculty Senate Discussion Forum – Teaching Away From Campus](#) (faculty login required)
  - [Google Hangouts Meet for Remote Conferencing \(MCAD Help Desk\)](#)
- Facebook Groups:
  - [Online Art & Design Studio Instruction in the Age of Social Distancing](#)
  - [How the hell do we do this? Teaching Visual Art Online](#)
  - [Printmaking Distance Learning](#)
  - [Shifting Film, Media, Screenwriting & Production Online for COVID-19](#)
  - [FATE \(Foundations in Art : Theory & Education\)](#)

- [Art History Teaching Resources](#)
- AICAD:
  - [AICAD Roundtable on Remote Learning \(March 17, 2020\)](#)
  - [MICA: Keep On Teaching Guide](#)
- Community Resources:
  - [The Chronicle: How to Help Students Keep Learning Through Disruption](#)
  - [Art Educators in Minnesota: Teaching Online in 2020](#)
  - [MIT Media Lab: A Few Simple Tips for Better Online Meetings \(COVID-19\)](#)
  - [Classroom Assessment Techniques \(CATs\) - Iowa State](#)
  - [Design Boom: Virtually Tour 500+ museums & galleries from Home including MoMA and the Louvre](#)
    - [Google Arts & Culture Collections](#)
    - [Mia Collection](#)
  - [Library of Congress Paper and Book Arts](#)
  - [Teaching Print Online Resource Doc](#)
  - [Remote Letterpress Education](#)
  - [Building Community in the Virtual Classroom: A Checklist](#)
  - [Distance Design Education](#)
  - [Walker Art Center: Insights Design Lecture Series](#)
  - [Platform NY- Current New York Exhibitions Go Virtual](#)
  - [LA 2020 Art Book Fair goes online - Exhibitions and Programs](#)
- Just for fun:
  - <https://www.youtube.com/watch?v=CCe5PaeAeew&feature=youtu.be>
  - [getty museum asks people in self-isolation to recreate classic artworks](#)

## ACKNOWLEDGEMENTS

Thank you to the [many generous institutions](#) who shared their academic planning and continuity resources as part of the COVID-19 pandemic.

Especially:

- Indiana University  
[Keep Teaching During Prolonged Campus or Building Closures](#)

- Stanford University  
[Teach Anywhere](#)
- Online Learning Consortium  
[Continuity Planning and Emergency Preparedness Resources](#)
- George Washington University  
[Instructional Continuity Preparation Checklist and Tools](#)
- University of Minnesota  
[Zoom: Teach Online Class Sessions](#)