# Instructional Continuity Checklist for Faculty


## CTLI will support and prepare our faculty for continued successful instruction to our students. We recommend that our faculty take some time to plan a course of action that best suits your teaching preferences, your curriculum-specific needs, and characteristics of your students.

Feel free to use the following checklist as a guideline to your planning process.

Pre-course Checklist:

|  |
| --- |
| * My syllabus and/or the course outline is posted on Blackboard
 |
| * My self-introduction video or message is posted on Blackboard
 |
| * I have posted my virtual office hours and contact information
 |
| * My course modules are organized and set up properly
 |
| * My course materials and content, assignments, and activities are accessible on the learning management system
 |
| * The hyperlinks to my course materials are accessible
 |
| * My video content is accessible on Blackboard or embedded using Kaltura
 |
| * I have worked with the Library to add my readings to ARES
 |
| * I have access to BB Collaborate
 |
| * I have installed Kaltura Capture App on my desktop in case I need to record a video or presentation
 |
| * My webcam and microphone work
 |
| * I have posted/created my assessment activities with due dates on Blackboard
 |
| * I have added a section on [Academic and Student Policy](https://www.jibc.ca/student-services/student-conduct-policies) that students can refer to regarding deadlines and extensions
 |
| * I have reviewed [Blackboard Help for instructors](https://host.jibc.ca/blackboard/instructor/%23/) and I know who to contact for technical assistance if needed
 |
| Ensuring Ongoing Success of my course using Blackboard tools: |
| * I communicate regularly with my student using the announcement feature on Blackboard
 |
| * I regularly organize and facilitate online discussions on Blackboard
 |
| * I provide regular feedback on assessments (e.g. quizzes, assignments, exams)
 |
| * I respond to my students’ questions within 24-48 hours
 |

**Instructional Continuity Checklist for Faculty**

**Blackboard Collaborate Checklist (Synchronous Live)**

|  |
| --- |
| Pre-session Preparation: |
| Equipment Required |
| * A computer or laptop with stable internet connection (recommended browser to use: [Google Chrome](https://www.google.com/chrome/))
 |
| * Headphones or microphone
 |
| * Webcam
 |
| 1. Create a new Collaborate Session or use your existing Course Room on Blackboard
 |
| * See [guide to schedule sessions](https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions)
 |
| * See [guide to use your existing course room](https://help.blackboard.com/Collaborate/Ultra/Moderator/Schedule_Sessions/Course_Room)
 |
| 1. Send session details and instructions to participants:
 |
| * Use your Blackboard Course to invite participants: *(Include the following information:)*
 |
| * Session date and time
 |
| * Online session expectations (ex. Camera on/off, recording session)
 |
| * Join instructions and include participant resources
 |
| * Check participants for accessibility needs
 |
| 1. Practice using Collaborate feature in advance:
 |
| See [BB Collaborate tutorials and information](https://host.jibc.ca/blackboard/instructor/%23/lessons/xtkbW_2YQ6bDQJI-8L1ukaa6PRyZRRIt) |
| 1. Prepare your session materials by:
 |
| * Create a detailed session plan including timings and class expectations
 |
| * Upload resources such as slides, graphics, or links to videos, etc.
 |
| * Determine clear session expectations and instructions
 |
| * Create any poll questions with accompanying slides in advance
 |

**Instructional Continuity Checklist for Faculty**

**Blackboard Collaborate Checklist (Synchronous Live)**

|  |
| --- |
| Before Class Session (about 15-20 minutes prior to start): |
| * [Upload slides and resources](https://host.jibc.ca/blackboard/instructor/%23/lessons/xtkbW_2YQ6bDQJI-8L1ukaa6PRyZRRIt) to Collaborate
 |
| * Clear screen of any private applications, documents or browser tabs
 |
| * Test audio and video (clear and working)
 |
| * Confirm your moderator/presenter role
 |
| During the session: |
| * Greet participants as they join the session
 |
| * Remind participants to test their microphone and speakers
 |
| * Give a brief overview of class expectations and how to use text chat or icons. This is a good time to tell participants how class interactions will work and where to locate features of BB Collaborate.
 |
| * Start recording (if applicable). Inform participants the session is being recorded, including the main chat. See [guide to record sessions](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Recordings).
 |
| End session: |
| * Session capture: if the session was being recorded, stop the recording and remind students where the session recordings will become available and where to find them in the Blackboard course.
 |

*We will continually support our faculty with our weekly Thursday drop-ins from 11:00am-12:00pm (pst). If you need further information, assistance, or resources with the checklist, please contact your program area or CTLI at* *ctli@jibc.ca*

Centre for Teaching, Learning & Innovation