# 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:

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| * 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)**

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| 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 |

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**Blackboard Collaborate Checklist (Synchronous Live)**

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| 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*](mailto:ctli@jibc.ca)

Centre for Teaching, Learning & Innovation