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 that students can refer to regarding deadlines and extensions

I have reviewed Blackboard Help for instructors 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

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 telt@jibc.ca.

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Blackboard Collaborate Checklist (Synchronous Live)

Pre-session Preparation:

1. Equipment Required

   A computer or laptop with stable internet connection (recommended browser to use: Google Chrome)

   Headphones or microphone

   Webcam

2. Create a new Collaborate Session or use your existing Course Room on Blackboard

   See guide to schedule sessions

   See guide to use your existing course room

3. 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

4. Practice using Collaborate feature in advance:

   See BB Collaborate tutorials and information

5. 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)

Before Class Session (about 15-20 minutes prior to start):

Upload slides and resources 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.

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.

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