

## Planning for Alternate Course Delivery During Interruption of Normal Campus Operations

### OVERVIEW

During a significant event that disrupts typical course delivery due to a prolonged campus closure or student or faculty absences, it may be necessary to conduct courses using a modified delivery method. There are a variety of ways to remain in contact with students and colleagues remotely so student learning may continue with minimal interruption. Planning will allow a course to successfully continue until the end of the scheduled semester.

It is important to discuss any changes in course modality with your Dean prior to making changes.

**Stay informed** - Review continuity information provided by [Stockton](#) and [ITS](#). Review attendance policies for [students](#) and [faculty](#)

Although some faculty may have unique needs not addressed in this document, the outlined planning ideas are designed to assist the majority of faculty in considering options to conduct courses in a modified manner if necessary.

### Preparation

The most important step to take **before** any event that may disrupt classes is to communicate to students how you will be in contact with students should an emergency situation arise. **This information should be on the course syllabus and communicated directly to students during class.** Let students know you will communicate course information using telephone, email, computer or other method you deem to be most appropriate. Ask students to maintain contact with you if they encounter issues with the alternate course delivery plan.

It is useful to ask about the resources students have available to participate in an alternate course delivery method. Inquire about student access to a computer, mobile phone, and a reliable internet connection.

### Online Courses

Online course delivery may not be impacted by a campus closure or absences. However, if access to the internet is disrupted or students/faculty are unable to participate in course activities due to illness, it is important to clearly communicate continuity plans. Review continuity information provided by [Stockton](#) and [ITS](#). Review attendance policies for [students](#) and [faculty](#).

### Hybrid and Face-to-Face Courses

*What should I do if the campus is open but students are unable to attend class on campus?*

If students will miss class for a prolonged period, faculty may choose to use [Zoom](#) during class time to allow students to virtually attend class. Zoom is a video conference platform that allows back and forth communication and video with sharing of PowerPoints,

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documents, and whiteboards. Students need a computer or mobile device connected to the internet to join a class in this manner. Faculty will use a web camera with microphone and the Zoom app.

If live participation is not possible, Zoom may be used to record lectures for students to view at an alternate time.

Every faculty member has a [Zoom account](#). Zoom equipment is available in Stockton classrooms. To learn more about Zoom, view [available tutorials](#).

If Zoom is not a viable option, students may be provided with classroom learning materials on [Blackboard](#). Faculty may post handouts, lectures, video links and a variety of resources on Blackboard. Students and/or faculty can meet live on Blackboard using [Zoom](#). To start adding course materials to Blackboard, view these [tutorials](#).

Faculty may choose to use the Stockton [telephone](#) and/or [email](#) systems to communicate and interact with students.

Review Stockton's [procedure on course attendance](#).

### *What should I do if the campus is open but I am unable to teach class on campus?*

Faculty may use the same methods listed above if faculty has the capacity to teach. If faculty is unable to teach, it is important to speak to the Dean and follow Stockton procedures related to [faculty absences](#) and [leaves of absence](#).

### *What should I do if the campus is closed?*

In the event of a campus closing, it is important to pay attention to all official communications sent from the University. Information for conducting a course without a classroom requires faculty to consider in advance how the course will continue. Stockton offers a variety of resources.

If faculty and students have access to a computer/mobile device and internet services, faculty may choose to move assignments, course materials and learning activities to online course delivery using [Blackboard](#). Blackboard is Stockton's learning management system (LMS) and is the recommended resource for online teaching. All courses have a Blackboard course available. Faculty may learn about Blackboard with available [tutorials](#). Blackboard allows the conversion of course materials from live, synchronous in-person delivery to asynchronous online delivery

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through video conferencing, recorded lectures, video links, assigned readings/activities, course modules, online discussions and other learning activities. Faculty may post handouts, lectures, video links and a variety of resources on Blackboard. Students and/or faculty can meet live on Blackboard using [Zoom](#) or [Blackboard Collaborate](#). To get started adding content to Blackboard, view these [tutorials](#).

To virtually meet with students, [Zoom](#) is a video conference platform that allows back and forth communication and video with sharing of PowerPoints, documents, and whiteboards. Students need a computer or mobile device connected to the internet to [join class](#) in this manner. Faculty will use a computer or mobile device with a web camera and microphone. Zoom may be used to record lectures or meetings for students to view at an alternate time. Every faculty member has a [Zoom account](#). To learn more about Zoom, view [available tutorials](#).

If faculty and students do not have access to a computer/mobile device and internet services, phone conferencing, email and/or postal mail may be used as methods to continue the learning process.

### *What should I do if I teach a lab, art class, clinical affiliation or service-learning course?*

These unique circumstances will require additional continuity planning. Consultation with your Dean, colleagues, or the [Center for Teaching & Learning Design](#) may be useful to find options that will address student learning needs.

## Additional Considerations

As you consider the necessary preparations to make sure you are ready to provide alternate course delivery to ensure course continuity, it is important to test your access and skills with your home equipment including a laptop or desktop computer, webcam, microphone, mobile devices, internet access and phone(s). Make sure you can access your Stockton [voicemail](#) from home. If you have concerns about your readiness to work from a remote location, speak with your Dean.

It is best practice to use the Blackboard course that is automatically created for your course even if teaching a face-to-face course. If the course is currently empty, [create a content area](#) and upload the course syllabus on Blackboard. Let students know that you will post additional materials or announcements on Blackboard if there is a need for alternate course delivery.

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Should there be a prolonged need to use Blackboard, you will add a grade center and learning materials. To learn more about recording lectures and uploading to Blackboard (link or contact the CLD).

In an event where the campus is closed, you may not be able to retrieve files on a Stockton desktop computer located in a campus office, consider portable storage of files using [OneDrive](#), [Google Drive](#), or other service that will permit access from off campus.

Make sure you have a class roster and grade information available to you in an offline format. If you use Blackboard's Grade Center, you may [download the Grade Center](#) as an excel file.

Consider student needs for access to campus services, such as the library, to complete your course and develop alternate plans if the campus or service is not available.

### Need Additional Assistance?

To discuss **technology** issues, contact the ITS **Help Desk** in D-121 or by phone: 609.652.4309 or email [helpdesk@stockton.edu](mailto:helpdesk@stockton.edu).

To discuss **course design or delivery** needs, contact the **Center for Teaching & Learning Design** (CTLD) in B-106 or by email: [ctld@stockton.edu](mailto:ctld@stockton.edu) or phone: 609.626.3828. You may request a live, Zoom or phone appointment with a CTLD staff at: <https://www.stockton.edu/ctld/app-req.html>.