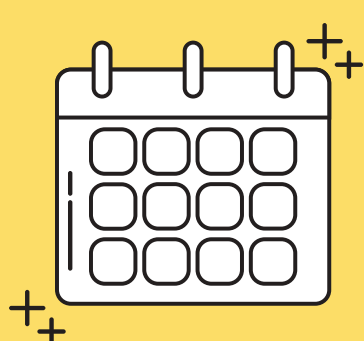


HOW TO MOVE YOUR COURSE ONLINE

A quick guide for maintaining academic continuity in event of an emergency



Review your course schedule and syllabus. Update as necessary.

Determine how changes in the schedule will impact where and how students submit work, deadlines, and due dates. Make updates and announce them in your D2L course shell.



Develop a plan for communicating with students.

Use announcements in your D2L course to make contact with students. Have students refer to the [CTLE website](#) for help adjusting notification settings. Create a discussion forum for questions and concerns. Visit the [CTLE website](#) for tips.



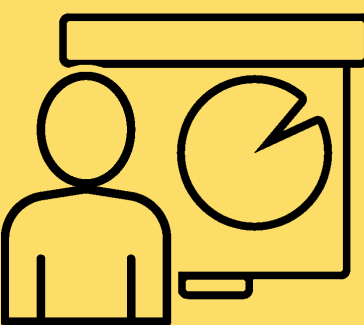
Assignments and Assessments

Use the features in your D2L course shell to collect assignments. Assess your students using the quiz function. Consider these [best practices](#) when using the quiz tool in D2L. Also, consider other kinds of formative (Kahoot!, one-minute papers, etc.) and summative assessments (projects, portfolios, etc.).



Utilize your Zoom account to host class and hold office hours.

All students & faculty at Saint Leo have a Zoom account. Access Zoom through [Okta](#) or your D2L course shell. Schedule synchronous class meetings and hold office hours using Zoom. Click here for more on [Teaching with Zoom](#).



Delivering Content

Record your lectures in Zoom or by recording audio over your PowerPoint presentation. Post presentations and links in your D2L course shell. Post other course materials and let your students know where they can be found. Consider creating modules to organize content.



Have a plan for implementing academic accommodations.

Allow special access for students who require accommodations on assessments in D2L. Make sure videos and presentations are captioned. Zoom automatically captions recordings.



Need help? Have more questions? Contact us.

[CTLE Website](#): faculty.saintleo.edu

Email: ctle@saintleo.edu

Social Media: @SaintLeoCTLE (Twitter, Facebook, LinkedIn)