Preparing for Continuity of Instruction

> **Overview:** Use the information in this document for suggestions on how to continue course instruction in the event of an emergency (pandemic, flood, etc.). You will receive specific information from the University related to procedures and policies that will be implemented during the emergency.

D2L Brightspace

For any extended period during which classes are moved to the online format, the Center for Extended Learning and eLearning Support recommend that you use **D2L Brightspace** to host your course and communicate with your students.

To access D2L Brightspace, go to https://bemidjistate.learn.minnstate.edu/   and login with your StarID and password.

For more information about the Brightspace tools, check out the **eLearning Tutorials and Videos** at https://www.bemidjistate.edu/academics/distance/elearning/d2l-brightspace-d2l/d2l-handouts-and-videos/

> **NOTE**: If you have questions about D2L, you can contact **eLearning Support staff** via email:
>
> **Beth Jensen** - beth.jensen@bemidjistate.edu
> **Julie Adams** - julie.adams@bemidjistate.edu
> **Brian Jambor** - brian.jambor@bemidjistate.edu
> **Dawn Pepper (GA)** - lisadawn.pepper@bemidjistate.edu

Tips for Transitioning Online and Keeping your Sanity

In case of any kind of emergency that may keep you or your students from campus, it's important to remember that the tools you need to teach online are already in place. For instructors moving course content online in a hurry, remember to:

1) **Keep expectations realistic.** Good online courses take a long time to build, but even given a week or two, you can create a useful, short-term experience for your students. Also, students may have unreliable access to technology when not on campus, which might require some flexibility from you. There will be some challenges, but we will work through them together.

2) **Capitalize on technologies you are already using and consider adding one or two new ones.** Start by doing more of what you already do. If you need to use new technologies, contact **eLearning Support staff** for help. *[Refer to the contact information above.]*

Communicating with your students

- Post up-to-date **Announcements** on the homepage of each course shell.
- **Email** your students using the Classlist or email tool in your D2L Brightspace course shells.
- **In Content topics,** provide students with create clear and concise information about what they will be doing in the class
- Use the **Zoom web conferencing** tool to connect with your students live either one-on-one or in groups.

Use Office 365 and OneDrive to collaborate with your students

Use a collaboration application for students to share documents with you and other students enrolled in the course. Office 365 and OneDrive are available to all Minnesota State faculty, staff, and students.

To access Office 365, go to the **Office 365 portal** at https://www.bemidjistate.edu/mybsu/go/o365/

1. Click on the button "Continue to Office 365 – Mail."
2. At the Office 365 portal, type in your StarID user name.
   Employees = STARID@minnstate.edu
   Students = STARID@go.minnstate.edu.

3. Click **Next** and then enter your password to go to your Office 365 start page.

   Help with Office 365: https://www.minnstate.edu/system/its/index.html

   Office 365 Training Center: https://support.office.com/office-training-center

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Using Zoom web-conferencing tool

Use web conferencing to connect with your students live either one-on-one or in groups. Zoom is available to all Minnesota State faculty, staff, and students.

   Login to Zoom with your StarID: https://minnstate.zoom.us/

   Help with Zoom: https://support.zoom.us/hc/en-us

   More Zoom information: https://www.bemidjistate.edu/academics/distance/elearning/zoom/

Syllabus & Schedule and general resources

- Create an initial **Content** folder such as "Getting Started" or "Orientation"
- Upload your **Syllabus** to the folder
- Upload your **Schedule** to the folder
- Upload or create additional resource topics

Providing instructional materials to students

- Use the **Content** tool to create module folders. Make sure to name the module in a way that its contents are easily recognizable to students. Then upload instructional materials such as documents, videos, links, etc. to appropriate folders.

- Interact with BSU library staff for help in advising students how to take advantage of online library services

Help with D2L Brightspace: https://www.bemidjistate.edu/academics/distance/elearning/d2l-brightspace-d2l/

D2L Brightspace Knowledge Base: https://mnscu.sharepoint.com/sites/D2Lsupport/SitePages/Home.aspx

Creating video lectures

Use **Kaltura MediaSpace** to record and share lectures or demonstrations for your students to view online. Post links or embed the media in D2L Brightspace.

Kaltura MediaSpace is available to all Minnesota State faculty, staff, and students. It is a cloud-based web service that allows for the upload and streaming of audio/video files. It also allows for video and screen capture through the web or their downloadable recorder.

Login to Kaltura MediaSpace: https://mediaspace.minnstate.edu/

Help with Kaltura MediaSpace: https://www.mnstate.edu/instructional-technology/MediaSpace.aspx

Kaltura MediaSpace Knowledge Articles:
https://mnscu.sharepoint.com/sites/D2Lsupport/Pages/SearchResults.aspx?k=mediaspace&k=mediaspace

To view a walkthrough of the Kaltura Capture recorder watch the video.

IT Knowledge Base article: Embed MediaSpace Files in D2L Brightspace

Providing opportunities for interaction among students

- Use the **Discussions** tool to create asynchronous discussions forums and topics.
- Use **Zoom** for meeting synchronously as a class or for students to meet in groups.

Assessing student learning

- Use the **Assignments** tool to create folders for students to use to upload their assignments (documents, video files, PowerPoints, etc.).
- Use the **Quiz** tool to create quizzes and exams (e.g., true-false, multiple choice, multi-select, written response, short answer, fill in the blanks, matching, ordering)
- Consider creating **practice quizzes** for students to self-check their learning.

Providing evaluation feedback to students in your D2L Brightspace course
- Discussion posts (your comments, suggestions, additional questions)
- Assignments folder submissions (your comments on their assignments)
- Quizzes & Exams (for formative evaluation feedback)
- Quizzes & Exams (for a grade (summative feedback) and your additional feedback)
- Grades tool (You can post individual feedback to each student's grade in the gradebook)