

Quick Reference Guide for Continuity of Instruction – Spring '20

Note: Suggestions for addressing each issue below assume that D2L Brightspace will be used as the online “classroom.”

Login to **D2L Brightspace** with your StarID and password: <https://bemidjistate.learn.minnstate.edu/>

| Issues to Address | How to Address |
|---|--|
| <p>Communicating with students</p> <p>» Consider how you will communicate with students about expectations and course requirements.</p> <p>» Think about how you will interact with your students. This includes options for holding online office hours.</p> <p>» No matter which options you choose, be sure to clearly communicate your plan with your students.</p> | <ul style="list-style-type: none"> • 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. |
| <p>Syllabus & Schedule and general resources</p> <p>» Decide how you will make your course syllabus and schedule available to students as well as general information, e.g., instructions for accessing external resources like Cengage, instructions for using Zoom, netiquette tips, and other help resources.</p> | <ul style="list-style-type: none"> • 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 |
| <p>Providing instructional materials to students</p> <p>» Decide how you will give students access to course information including documents, videos, course lectures, web links, PowerPoints, etc.</p> <p>» Familiarize yourself with the library services offered by the BSU Library</p> | <ul style="list-style-type: none"> • Use the Content tool to create module folders. 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 |
| <p>Creating video lectures</p> <p>» Decide how you will provide students with the information you provide in on-campus lectures and demonstrations.</p> | <ul style="list-style-type: none"> • 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. |
| <p>Providing opportunities for interaction among students</p> <p>» Think about how you would continue class discussions and student interactions</p> | <ul style="list-style-type: none"> • 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. |
| <p>Assessing student learning</p> <p>» Think about how your methods for assessing student learning could be provided from your D2L Brightspace course environment.</p> <p>» Determine the appropriate D2L tools for assessments.</p> | <ul style="list-style-type: none"> • 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. |