Transitioning from In-Person Courses to Distance Courses

In the event that we are asked to close campus, NSC will continue to offer courses in an online or modified format. For a full campus closure, all classes will need to be offered remotely. For a partial closure, faculty may have access to resources on campus (such as classrooms and your office) and, depending on the situation, we may be able to continue to hold labs and clinicals in person.

We are asking that you start to prepare for the possibility of having to move classes online. Please review this checklist and consider the steps you would take to get the most essential elements of your classes into a remote format. Keep in mind that simple or low-tech solutions might be the best given the speed at which you may need to make this transition.

Assignments
1. Are upcoming assignment instructions already online?
    a. Are there any parts of the assignment students can't submit online?
2. Can your exams or quizzes be moved online?
    a. Would you need to alter exams to be appropriate for an un-proctored environment?
3. Will your existing assignments allow you to give students graded feedback online? You might use Speedgrader (in Canvas), make comments/tracking changes within a Word document, or record audio/video comments.

Course Materials
1. Will you need to alter the syllabus to accommodate for changes such as revised assignments and due dates?
2. How will you deliver essential class content? Can you type up written lectures? Record audio or video? Low-tech options are ok!
3. Are your course materials available in Canvas? Can readings be added to your Canvas shell?

Active Learning
1. Can students interact with each other in a meaningful way, perhaps in a discussion or by peer reviewing each other's work?
2. If attendance or in-class participation are part of students' grades, how will you address that? Will students participate in discussions online? Will you revise the grading scheme?