For Instructors

Getting Ready

Below you will find a series of steps to help prepare you to migrate your course online in the case of an emergency.

- Do you need help with D2L? Click here.
- Are you interested in using GoToMeeting? Click here.

Have a plan.

First, have a plan.

☐ What will you do in case of a school closing? (Reschedule class or conduct class online?)
☐ How will you communicate with your students?
☐ Do you have a plan for each class period if the Internet goes down on campus?
☐ Discuss this plan with your students on the first day of class.
☐ Add this plan to your syllabus.

Get started with D2L

☐ Watch the D2L Intro video.
☐ Watch the D2L Getting Started series.

Communication

Communicate with your class electronically.

☐ Create a News item in D2L.
☐ Email your class.
  ☐ Send a mass D2L-mail e-mail to your entire class.
  ☐ or Send a College e-mail to your entire class.

Set up methods to teach remotely.

☐ Set up a D2L chat session.
☐ Set up a Web conference session in GoToMeeting.

Course Materials

Deliver your electronic course materials to your students in D2L.

☐ Post syllabi and other documents in D2L.
Record video presentations in YouTube, and place the links in D2L.
Set up discussion boards to simulate in class discussions.

Submitting work and online assessments.
Set up a drop box in D2L for students to submit materials to.
Set up a discussion forum in D2L for students to discuss course topics and ask questions.
Set up online assessments for students.

Help & Support
Contact the Helpdesk.
E-mail the Help Desk at: helpdesk@canisius.edu.
or Call the Help Desk at: 716.888.8340