For Instructors

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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