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