### Preparedness Quiz for Instructors

- I have developed plans for an emergency or circumstance where I cannot meet my students on campus.
  - I have a computer at home that has the software and Internet connectivity I need to work remotely.
  - My students have a computer or mobile device at home that has the software and Internet connectivity they need to work remotely.
  - I have issued an ASAP message to my students, directing them to watch for further, more comprehensive instructions, and the way they will receive that information.
  - I have developed alternative plans for my face-to-face class, that takes advantage of digital and web-based methods. (See below)

- Are your course materials online?
  - I have current, relevant, and complete information within my D2L course spaces.
  - I have a plan to transform my lectures, demonstrations, or other content I create to the web.

- What are your channels of communication?
  - My students know how to contact me if they have a question in the time of an emergency.
  - I know how to facilitate discussion with groups of students remotely.

- If the emergency lasts for more than a few days, how will you conduct class at a distance?
  - My students can read, listen to, and/or watch my class activities online.
  - My students can turn in homework and larger projects or assignments.
  - I have a way to respond to student work and securely publish grades online.

If you did not check all of the boxes, you may have course elements you wish to prepare. **Browse this Web site to find out how to become prepared.**

### Preparedness Quiz for Students

- If Canisius College campus is closed or unavailable, I have access to the internet.
  - I have a computer or mobile device capable of accessing my email and D2L.
  - If the professor wants us to use Google Drive and Apps, I know how to access them on my device.

- Do you know how to access your course materials online?
  - My professor has communicated to me with instructions to watch for further communication.
  - I can access my course spaces in D2L.
  - I can access my Canisius College email.
  - My professor has provided directions for how the course works until further notice.
<table>
<thead>
<tr>
<th>What are your channels of communication?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I know how my professor will communicate with us.</td>
</tr>
<tr>
<td>☐ If my professor has provided me with instructions to interact with other students, I know how that is done in my course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If the emergency lasts for more than a few days, how will you work at a distance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I know how to identify and access all relevant course content.</td>
</tr>
<tr>
<td>☐ I know how my professor will collect assignments.</td>
</tr>
<tr>
<td>☐ I know how to access, record, and calculate my own grade.</td>
</tr>
</tbody>
</table>

**Back to Preparedness for Academic Continuity**