KEEP TEACHING TRANSITION GUIDE

In Person	Synchronous and Asynchronous Alternatives
Office Hours	Zoom Office Hours. Create a recurring meeting for your office hours. Enable the waiting room feature so that students cannot interrupt meetings that are in progress.
Lecture / class meetings	Maintain the same class time for continuity
Absence due to illness or other excusable reasons	Record the Zoom session and upload to YuJa for storage (go back and delete from Zoom)
Communicate with students	Use the Announcement feature so that the information remains available in your Bb course shell. Use the Send Email tool to communicate with students via their email addresses. Tools > Send Email.
Discussion-synchronous	Large group in main meeting room in Zoom Breakout Rooms in Zoom (more of an advanced feature)
Discussion-asynchronous	VoiceThread (text, audio and/or video) Discussion Forums
Assignments	Create an Assignment in Blackboard (Assessments > Assignments). Include • instructions for the assignment (clarify with video) • a grading rubric • due dates • requirement that students submit assignments in Bb rather than in email
Group Projects	Students can meet in Zoom during class via breakout rooms Students can meet in Zoom outside of class by scheduling their own meetings
Grades	Use the Grade Center Enter students' existing grades by adding external grade columns to the Grade Center for each item. Items that are added in Bb (like assignments and quizzes) will automatically generate a column for grading. If you are grading items that are not provided via a Bb feature, and are not integrated with Bb, they will require a manually created column.
Proctoring	YuJa Proctoring, Proctor U or Respondus Lockdown Browser
Quizzes	Multiple Choice, Essay, True False Create in Word using the Respondus Quizmaker format provided by Alissa.
Surveys	Surveys in Bb can be used when you want student responses to be anonymous.