

VLC - Academic Continuity Essentials

These simple steps will help you maintain your classes even when the college is closed for an extended period.

1. Contact your class to let them know how you will continue instruction.

- You can send an announcement through Bb Learn/Moodle, which will then send an email to each student in your course. You can also email your students through Aviso.
- Inform them how to contact you.
- Inform them when they can expect your reply regarding emails or messages (e.g., within 24 hours).

2. Inform students how to continue their coursework.

- Explain how students will access course documents/material through Bb Learn/Moodle.
- Let students know of any live virtual classes you will be running through Collaborate, Microsoft Teams (Skype), another web-conferencing tool, and/or how to access the recording if they miss it.

3. Tell students how to submit their work.

- Explain what activities students will be expected to submit through Bb Learn/Moodle (e.g., quizzes, assignments).
- We do not recommend you have students submit assignments via email. File size is limited to 500 Mb in Moodle. If files are too large for Moodle, consider sharing files using Microsoft One Drive.

4. Tell students how they will get their grades.

- Every course should already be utilizing the gradebook within Bb Learn/Moodle for posting grades. If using a separate 3rd-party application such as Cengage MindTap, let students know where to find their grades.

Getting Help

For faculty who need help in making the transition from face-to-face to online,

- Contact your college Distance Learning Administrator
- Check the [VLC](#) for available training classes or reach out to the VLC for On Demand webinars or to schedule a webinar
- Contact your supervisor, or area Dean.