# A Privateer’s plan to KEEP TEACHING

A guide to keeping course continuity in the event of prolonged campus closure

## SIX STARTING STEPS:

1. **Revise your syllabus with our new calendar and post to Moodle**
   - Start revising with your current syllabus and learning objectives.
   - [Academic Calendar](#)
   - [Post files to Moodle](#)

2. **Make sure your students have your contact info**
   - It should already be in your syllabus and on your Moodle page!

3. **Contact students using the course announcements forum**
   - Students receive announcement forum posts as emails, but cannot post.
   - [Use the Announcements Forum](#)

4. **Upload assignment and lecture documents**
   - If you have uploaded your syllabus (see Step 1), you already know how!

5. **Use Zoom for live and Panopto for asynchronous classes**
   - Both can be used for recordings and both have captioning options.
   - [Zoom Information](#) (Click Zoom in the accordion menu)
   - [Panopto Information](#) (Click Panopto in the accordion menu)

6. **Check out the CTI's Keep Teaching website for more helpful tips**

## Highly recommended:

- Create a [Moodle forum](#) for open discussion with and questions from students.
- Go through the Moodle's self-paced [Basics](#) and [Advanced Usage](#) courses to buff-up your Moodle skills.

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