

Teaching & Learning Continuity Plan

In the event the University must close due to unexpected circumstances, faculty and students should be prepared to continue classwork online through Canvas, the campus Learning Management System.

As part of UNO's continuity plan, all faculty members must post syllabi containing course outcomes and policies, contact information, and a schedule of readings and assignments to their Canvas course sites no later the first day of the start of academic contract for fall semester and no later than three (3) working days before the first day of spring semester classes (or any special session), regardless of course delivery method.

In the event of a prolonged campus closure, faculty members should be prepared to conduct their courses online in Canvas. Once faculty have ensured their own safety, they should contact students either through the [Canvas Inbox](#) or through [Course Announcements](#) (which forwards all posts to students' UNO email accounts) to explain what students need to do to continue their coursework for the class.

While not all UNO faculty members will be well-versed in the strategies and practices of online instruction, they can prepare for such a transition by ensuring they have access to course content such as lectures and assessment materials. These can be stored on a reliable medium such as a flash drive or in their UNO Office 365 OneDrive. Instructors should know how to conduct the following basic instructional and assessment activities in Canvas:

- Organize the course site using section titles indicating how the course will proceed.
- Communicate through Canvas Inbox or Course Announcements.
- Upload documents such as lectures and assigned readings.
- Post links to videos, readings from the UNO Library, and other online content.
- Provide and participate in an open discussion forum. Communication is key during a disruption to normal campus life.
- Create and grade assignments such as: formal discussions, quizzes, or written work.

Using Canvas to continue our teaching mission will allow for structure and continuity and will ensure all students have continued access to course material and their faculty members. More information, as well as updates for teaching during specific campus closures can be found on [UNO's Keep Teaching website](#). In addition, the Center for Teaching Innovation can assist you with your plans to ensure the continuity of our academic mission in the event of disruption. Please call (504) 280-5512 or email cti@uno.edu.