

## Emergency Checklist for Face-to-Face Faculty

### What can you do **right now** to prepare for online teaching?

- Check your [VPN access](#). Make sure you have access to files you need.
- Familiarize yourself with [D2L](#) if you have not used it before. [Log-in and locate your course in D2L](#).
- Review your syllabus and determine if any changes need to be made to assignments (i.e. in-class presentations).
- Do a test run with students. [Post your syllabus](#) and a [Q & A discussion in D2L](#) and require students to respond.

### Checklist for Emergency Online Teaching:

- [Access your course on D2L](#).
- Upload your syllabus through the [D2L Content tool](#).
- Communicate with your students. Use [Outlook](#) or you can also [email students through D2L](#). [Zoom or WebEx](#) can be used for virtual meetings.
- Place course content online.
  - Assessments/assignments
    - Written assignments can be created with [D2L Assignments Tool](#)
    - Quizzes and tests can be created using [D2L Quiz Tool](#)
    - Create alternative assessments or activities as needed for online format (i.e. labs, in-class discussions, presentations) using tools such as [D2L Discussion Board](#), [Zoom or WebEx](#)
  - Upload content needed to complete remaining assignments/assessments.
    - To record a lecture, go to ["Record/Share Lecture"](#).
    - Find supplemental material online if needed (publisher, resources, [UCO Library](#), YouTube)

For more assistance or more information, contact [eLearning@uco.edu](mailto:eLearning@uco.edu).