Instructional Continuity Options

If faced with a campus closure, this document provides faculty with simple guidelines on how to convert in-person instruction to alternate formats.

Click on the topic to be directed to that section.

Additional resources are available at the OIT Keep Teaching website.

= Immediate Use
= Takes time to setup
= Download required

Course Announcements

Canvas	• Contact students using Canvas announcements	
My.SMU	• Email students directly from my.smu.edu	

Sharing Course Materials

Canvas	• Post lecture notes and slides in Canvas	
BOX	• Links to files, folders for sharing/editing/uploading	

Replacing Lectures

Zoom	• Conduct live lectures or record them for students to watch	
Panopto	• Record lectures and post them in your Canvas site	

Replacing Seminars and Discussions

Zoom	• Conduct live discussions with your students	
Canvas	• Conduct asynchronous discussions in Canvas	

Student Submissions

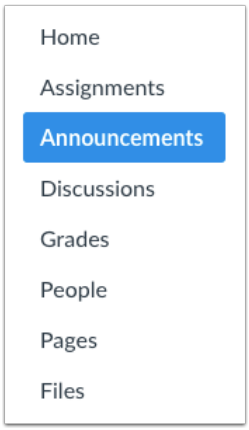
Canvas	• Use Canvas for online file submissions	
Email	• Students can email their assignments to you	

SMU | Center For Teaching Excellence

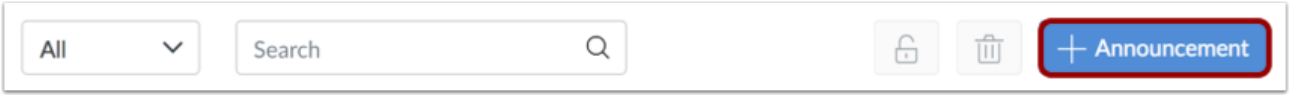
Canvas Announcements

If faced with a campus closure, you may contact your students via Canvas Announcements or via email through my.smu.edu. For additional Canvas documentation visit the Canvas Guides.

Announcements are used to communicate with students about the logistics of your course. As soon as you have created an Announcement, Canvas takes care of notifying students according to their preferred Notification Preferences.

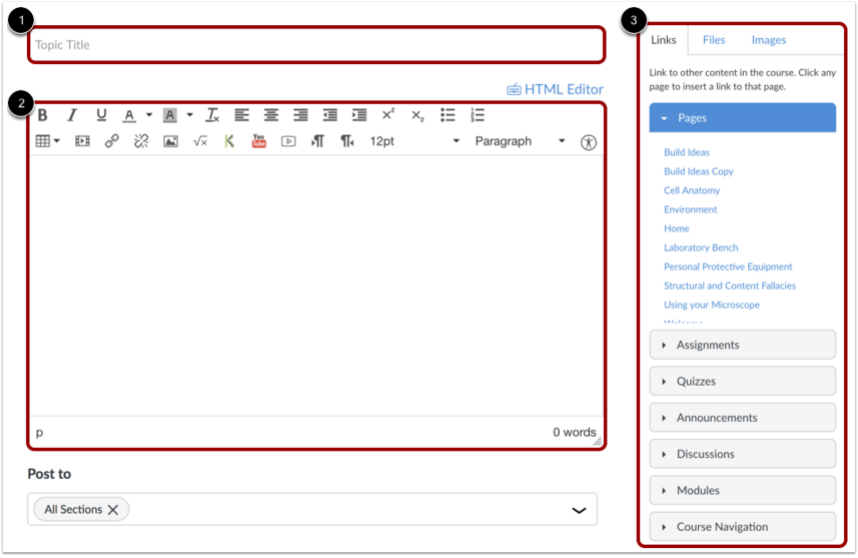


Open announcements in the menu of your Canvas course. You may view all archived announcements and you may create new announcements from that area.



To create a new announcement, click on the + Announcement button located in the top right corner of the page.

Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2]. You can also add links, files, and images to the announcement using the content selector [3].



By default, Canvas will send your announcement to all sections within your course. To select specific sections for your announcement, click the Post to drop-down menu and select sections from the list provided.

Note: If your course does not have sections, Canvas will still show the All Sections option, and all course users can view the announcement.

Options

You can add an attachment to your announcement by clicking the Choose File button [1].

In the Options section, you can select various options for your announcement. You can delay the posting of your announcement [2], which allows you to schedule the announcement for a future date.

Additionally, you can allow users to comment on the announcement [3] and require students to reply to a post before seeing other replies [4].

Email Announcements

If faced with a campus closure, you may contact your students via Canvas Announcements or via email through my.smu.edu. For additional SMU webmail documentation visit https://www.smu.edu/OIT/Services/webmail.

To email all students in your course via my.smu.edu, log into the system then:

- Go to the **Faculty/Advisor Homepage** using the top toolbar.
- Click **Faculty Center**.
- Click the **Class Roster** button for the desired class.

To **Notify Selected Students**:

- Check the boxes to the left of the names of the students you would like to notify.
- Click Notify Selected Students.
- You will be prompted to confirm your selections. Click Send Notification.
- A new e-mail window will open in your computer's default e-mail client.

To notify the entire class:

- Click **Notify All Students**.
- A new e-mail window will open in your computer's e-mail client. No confirmation is required when notifying entire class.

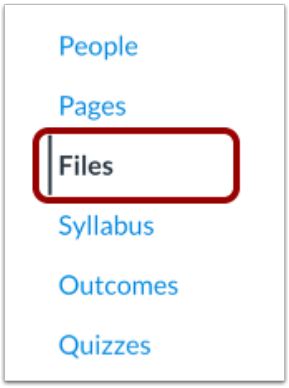
Note: You may also notify a single student by clicking on their name in the class roster.

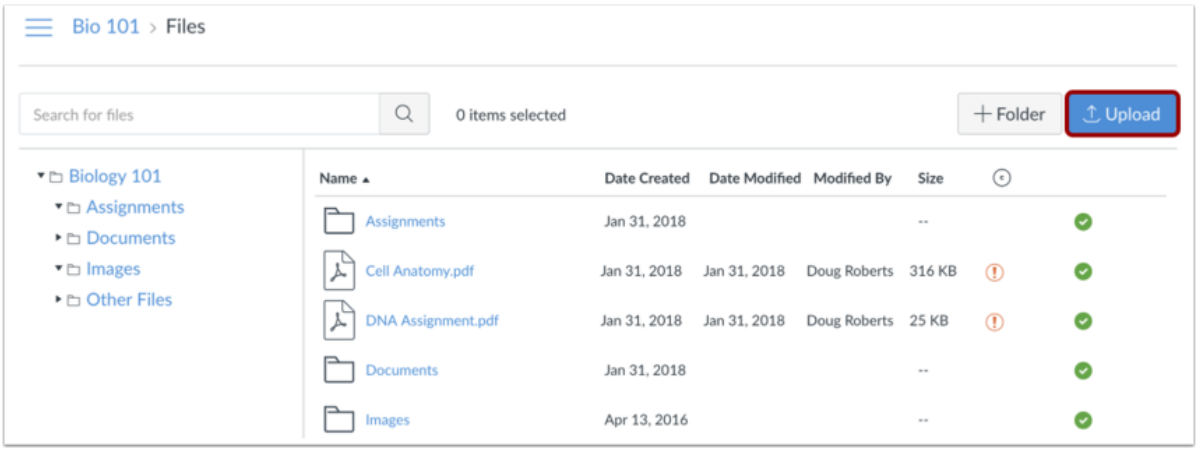
Post Lecture Notes & Files in Canvas

If faced with a campus closure, you may share leture notes and files via Canvas Announcements or via BOX. For additional Canvas documentation visit https://community.canvaslms.com/community/answers/guides/canvas-guide

As an instructor, you can drag and drop files from your personal files into course files.

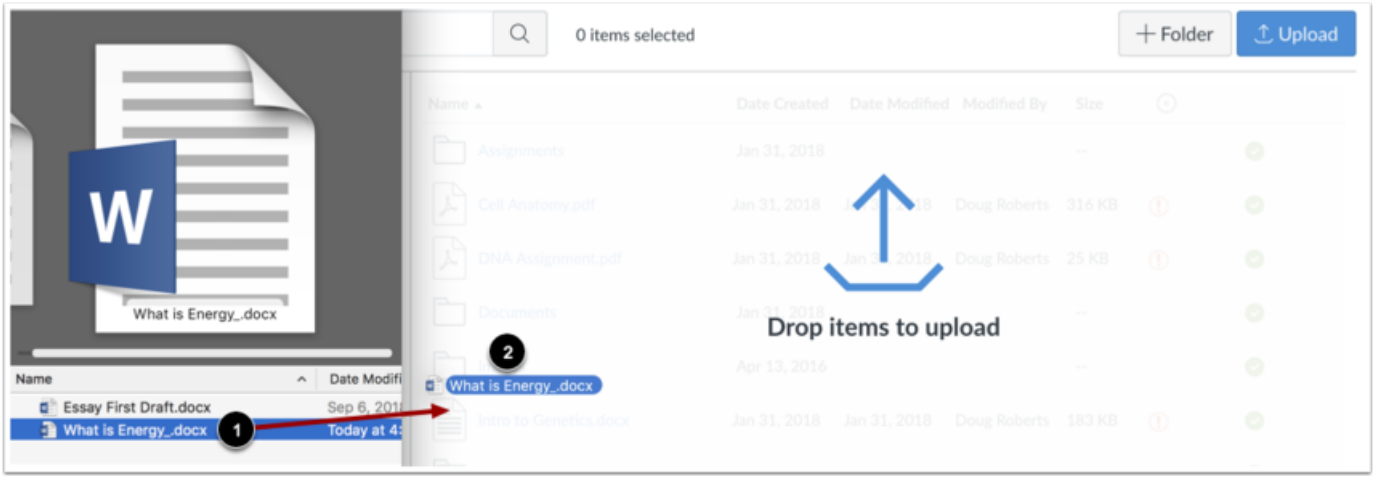
In Course Navigation, click the Files link. Then, Click the Upload button.





Click the title of the file you want to upload and click the Open button.

Some web browsers contain a unique feature that allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.



If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

To rename the file, click Change Name button. This option will create a duplicate copy of the file with a different name. To replace the file, click the Replace button.

Share Files in BOX

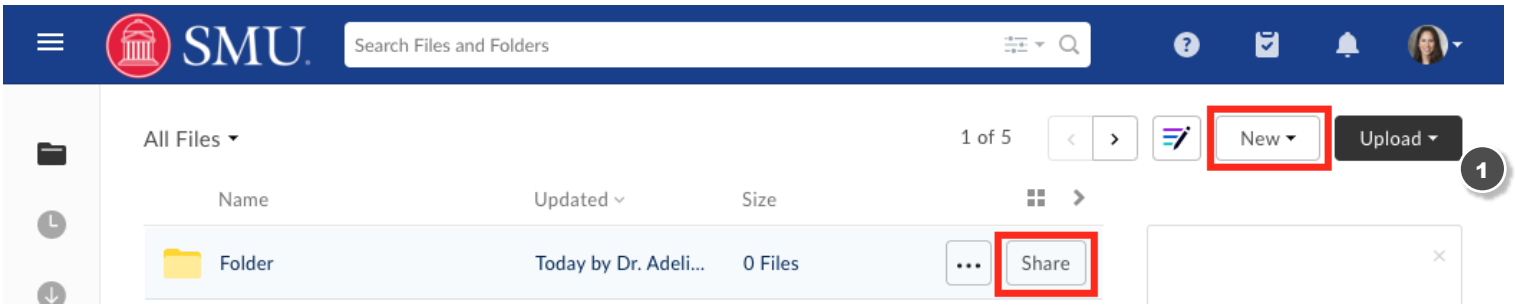
If faced with a campus closure, you may share leture notes and files via Canvas Announcements or via BOX. For additional documentation on Box, please visit https://www.smu.edu/OIT/Services/Box.

Box cloud storage is available to all active SMU faculty, staff, and students. To login, go to https://smu.box.com/ and use your SMU username and password.

Creating a Folder

- Click New, and from the menu that displays click New Folder. The Create a New Folder dialog box displays.
- Enter the folder name.

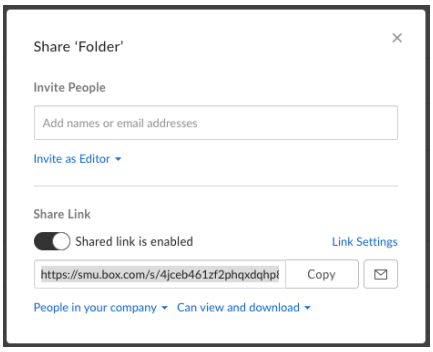
Need folders inside the first one? To create sub-folders, just click the top-level folder to open it, and repeat the steps above.



To enable others to access this folder, once you have crated a folder, click on the Share button and enter the email addresses of each person to whom you want to grant access in the Invite People area. Use a comma between each email address.

- To control others' level of access – for example, whether you want people to be able to make changes to folder contents or just to view files – click the Permission down arrow and select the appropriate role (co-owner, editor, viewer, and so on) for the level of access you want to assign.

Or, you may turn on the Share Link and limit who will have access to the link and the permissions that they will have.



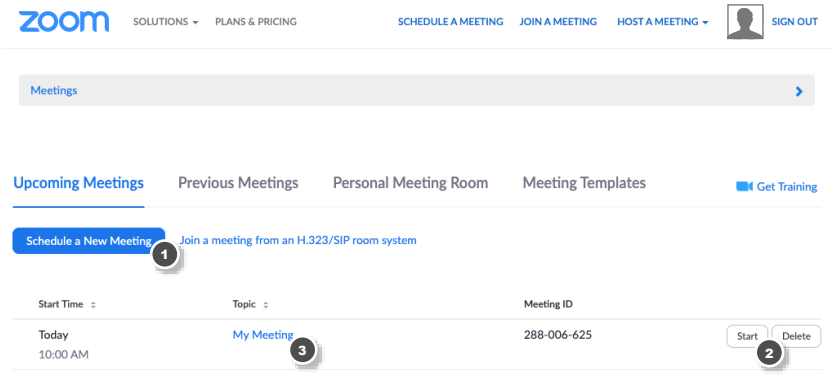
You can then copy the link to a folder and send to your students via email. You can add any file to the folder by clicking on the Upload button located in the top right corner of the page [1].

Synchronous Lecture with Zoom

If faced with a campus closure, you may want to replace your lectures with a synchronous Zoom meeting or record your lectures with Panopto. Additional documentation about Zoom is found at https://support.zoom.us/hc/en-us.

Zoom video conferencing is available to all active SMU faculty, staff, and students. To login, go to http://smu.zoom.us/signin and use your SMU username and password. If you are a Canvas user, you may enable the Zoom link by going to Settings > Navigation > dragging Zoom to the top > Save.

To schedule a new meeting, click on Schedule a New Meeting [1]. You will need to update the information about your meeting (topic, date, time, record the meeting automatically and other settings). Once you are done, click to Save.



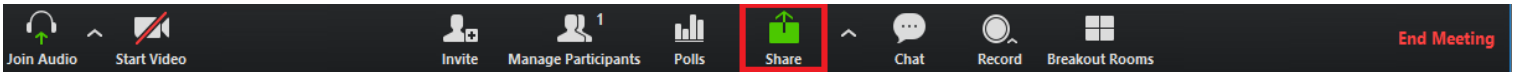
If you are scheduling your Zoom meeting in Canvas or via the Zoom website, you will see a Start button [2] under the Upcoming Meetings area. You may click on that button to start the meeting.

In Canvas, your students will see a Join button to join the meeting.

To share the link to the meeting to your students via email, click on your upcoming meeting topic [3] and under the Invite Attendees section, copy the link to the meeting or the full meeting invitation. You may paste that link or invitation on an email and send that to your students.

Sharing your Screen or a PowerPoint in Zoom

After you have started your Zoom meeting, you might want to share your screen or a PowerPoint to your students. To do so, make sure your PowerPoint presentation is open then click Share on the Zoom Menu Bar.



In the Zoom screen-sharing window, select Desktop 1 or your PowerPoint presentation from the options listed. Then, click on Share.

To stop sharing your screen click Stop Share.

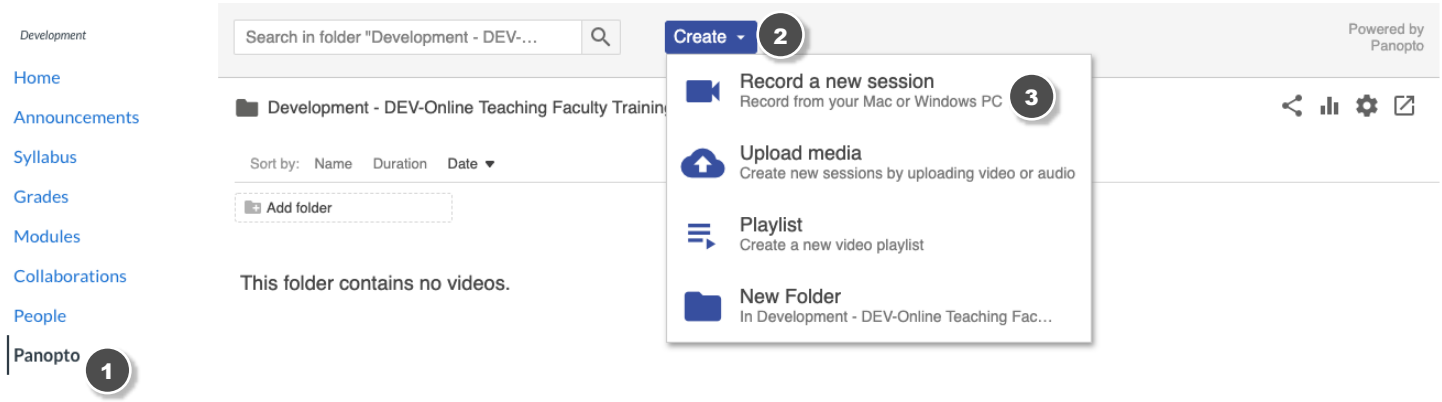
To end the meeting, click on the End Meeting button. If you chose to record the meeting, the recording will be processed right after your meeting has ended.

Recording Lectures with Panopto

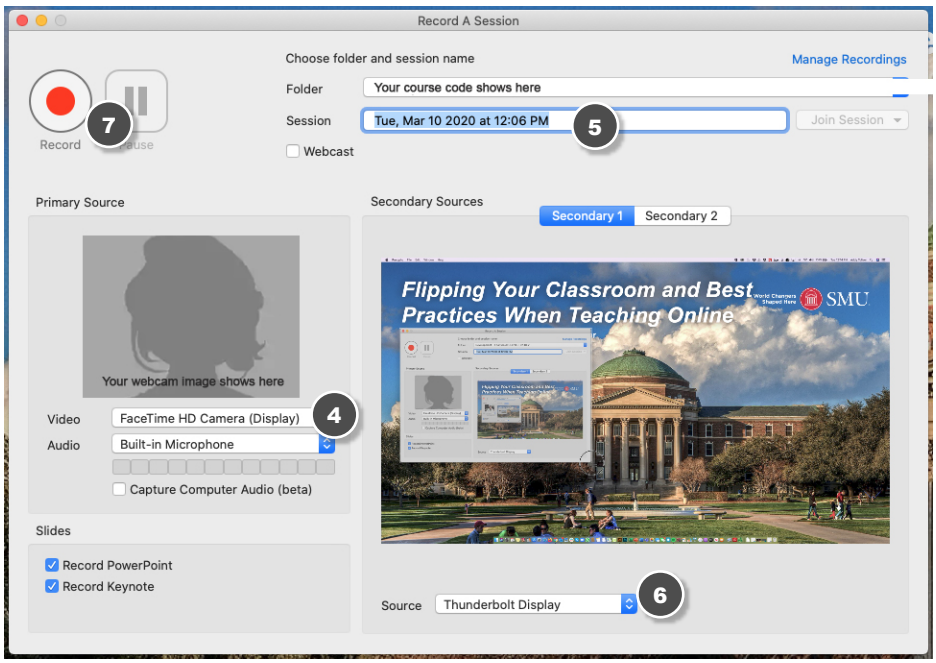
If faced with a campus closure, you may want to replace your lectures with a synchronous Zoom meeting or record your lectures with Panopto. Additional documentation about Panopto is found at https://www.smu.edu/OIT/Services/Panopto

Panopto is a powerful way to create, edit, store, and share videos that integrate seamlessly into your Canvas courses. Videos can include interactive content and quizzes, as well as be placed within playlists and folders to your specifications.

To access Panopto, log into your Canvas course and click on the Panopto menu link [1]. Then, click on Create [2] > Record a new session [3]. If this is your first time using Panopto, you will need to download Panopto into your computer. After downloading Panopto in your computer, click to Open Panopto.



Once Panopto is open, make sure your camera is selected [4] and update the Session to a lecture title [5]. If you want to record a PowerPoint slide as you are lecturing, make sure it is open on your desktop and select it as your Secondary display [6]. To record, press record [7]. To stop your recording, press the same button. Then, make sure to upload. Your students will have access to the videos in the Panopto menu area [1].

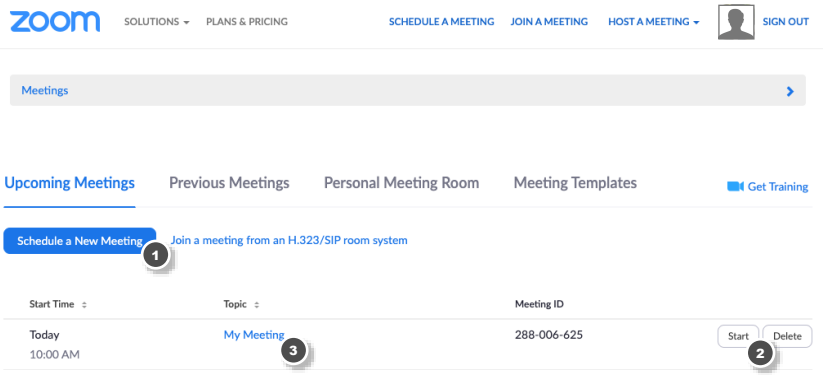


Synchronous Discussions with Zoom

If faced with a campus closure, you may conduct synchronous discussions in Zoom or use Canvas Discussions. Additional documentation about Zoom is found at https://support.zoom.us/hc/en-us.

Zoom video conferencing is available to all active SMU faculty, staff, and students. To login, go to http://smu.zoom.us/signin and use your SMU username and password. If you are a Canvas user, you may enable the Zoom link by going to Settings > Navigation > dragging Zoom to the top > Save.

To schedule a new meeting, click on Schedule a New Meeting [1]. You will need to update the information about your meeting (topic, date, time, record the meeting automatically and other settings). Once you are done, click to Save.



If you are scheduling your Zoom meeting in Canvas or via the Zoom website, you will see a Start button [2] under the Upcoming Meetings area. You may click on that button to start the meeting.

In Canvas, your students will see a Join button to join the meeting.

To share the link to the meeting to your students via email, click on your upcoming meeting topic [3] and under the Invite Attendees section, copy the link to the meeting or the full meeting invitation. You may paste that link or invitation on an email and send that to your students.

Managing Your Classroom in Zoom

There are many features in Zoom that can help you manage your classroom. Additional documentation about Zoom features for Teachers can be found at https://support.outschool.com/en/articles/2334575-zoom-features-for-teachers.

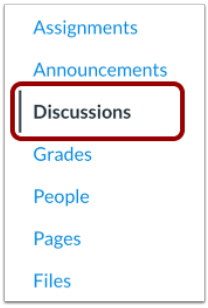
To enable polling and breakout rooms, login to Zoom and:

- Go to Settings
- Under in Meeting (Basics) click to allow to add 'Polls' to the meeting controls. This allows the host to survey attendees.
- Under In Meeting (Advanced) click to allow host to split meeting participants into seperate, smaller rooms

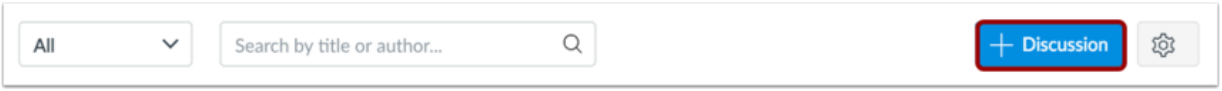
Discussions in Canvas

If faced with a campus closure, you may conduct synchronous discussions in Zoom or use Canvas Discussions. Additional documentation about Canvas Discussions is found at https://yale.instructure.com/courses/2/pages/discussions?module_item_id=12702

As an instructor, you can create a discussion for your course. To get started, in Course Navigation, click the Discussions link.



Then, click the Add Discussion button.



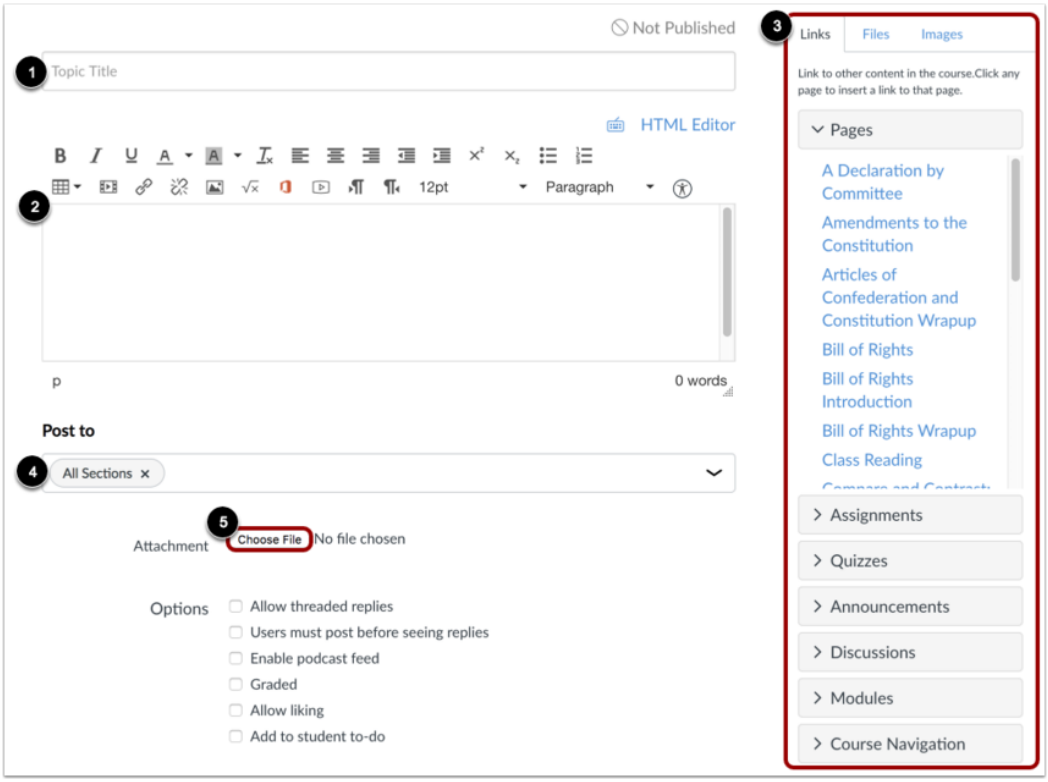
Create Discussion

In the Title field [1], create a title for your discussion.

Use the Rich Content Editor [2] to create content for your discussion. The Rich Content Editor includes a word count display below the bottom right corner of the text box.

You can also add links, files, and images to the discussion using the content selector [3].

If you want to create a section-specific discussion that is not graded, select one or multiple sections in the Post to drop-down menu [4]. Graded section-specific discussions must be created as part of the Graded option in the next section. You can also add an attachment to your discussion by clicking the Choose File button [5].



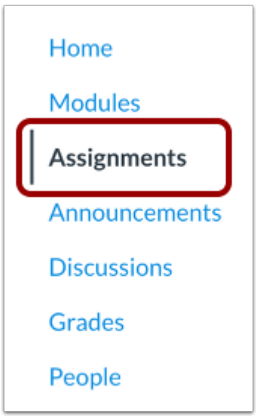
By default, discussions are created as focused discussions. To create a threaded discussion, click the Allow threaded replies checkbox. To require users to reply to the discussion before they can see any other replies, click the Users must post before seeing replies checkbox. To enable a discussion podcast feed, click the Enable podcast feed checkbox. To allow students to like discussion replies, click the Allow liking checkbox.

To add an ungraded discussion to the student to-do list, click the Add to student to-do checkbox. Student to-do items display in the course calendar, in the student-specific List View Dashboard, and in the global and course home page to-do lists. Graded discussions automatically display in a student's to-do list.

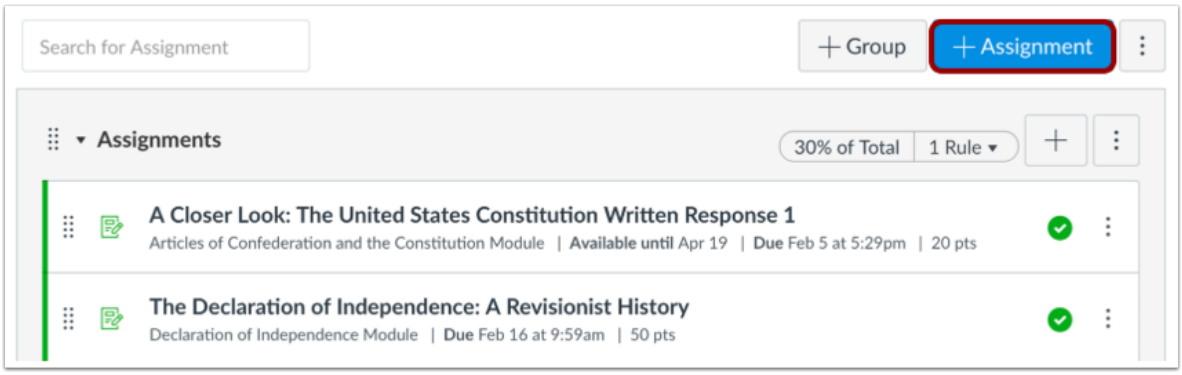
Online Submissions in Canvas

If faced with a campus closure, you may request students to submit assignments in Canvas or via email. Additional documentation on Canvas Assignments can be found at https://bostoncollege.instructure.com/courses/1292000/pages/assignments-overview

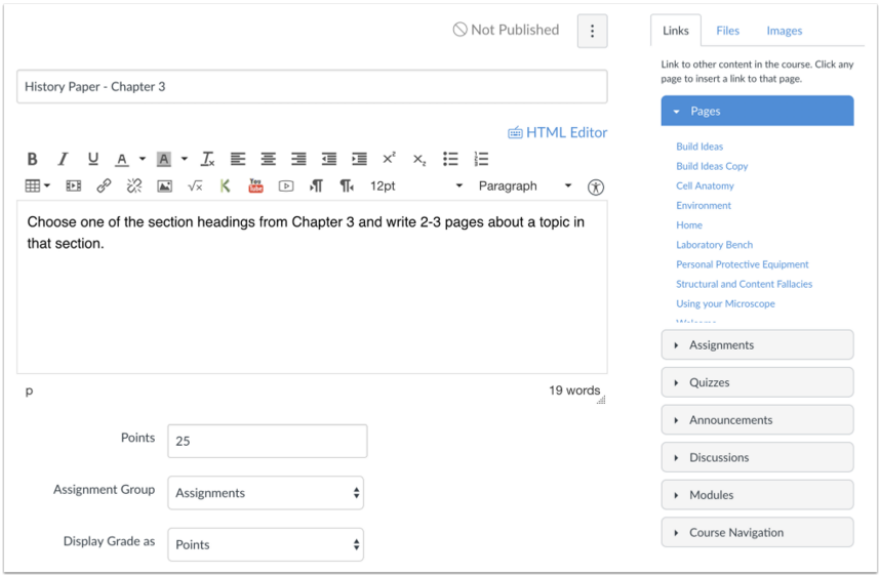
You can create online assignments for students to submit their assignments or take home exams through Canvas.

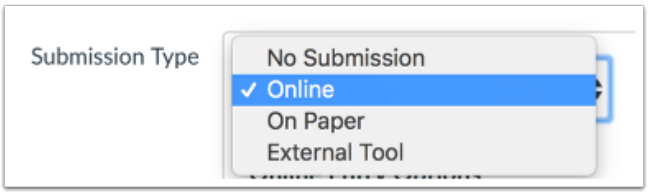


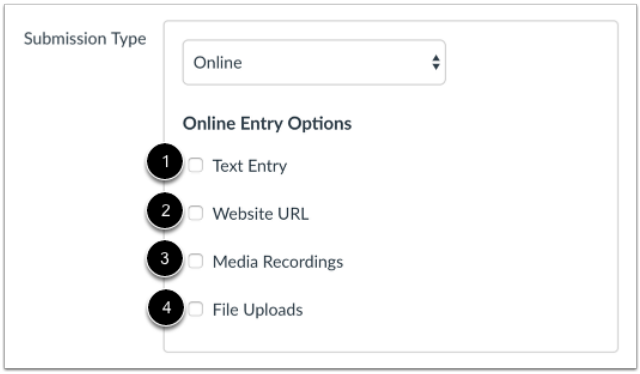
To get started, in Course Navigation, click the Assignments link. Then, Add Assignment.



Add details to the assignment and select online submission type.

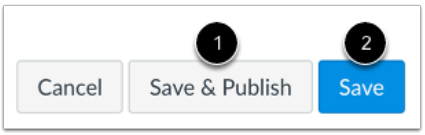






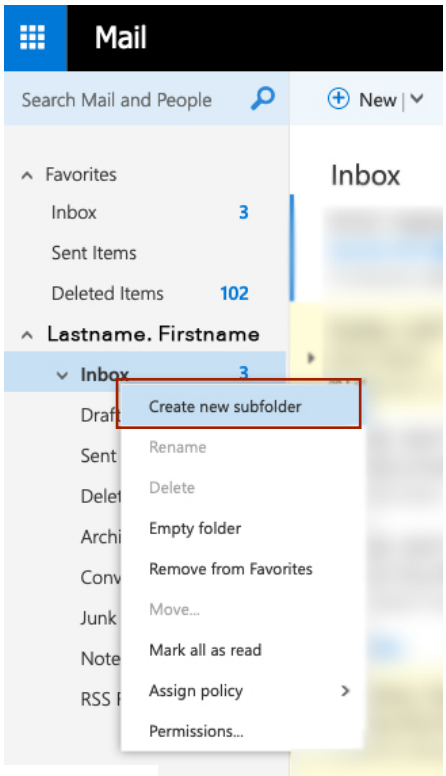
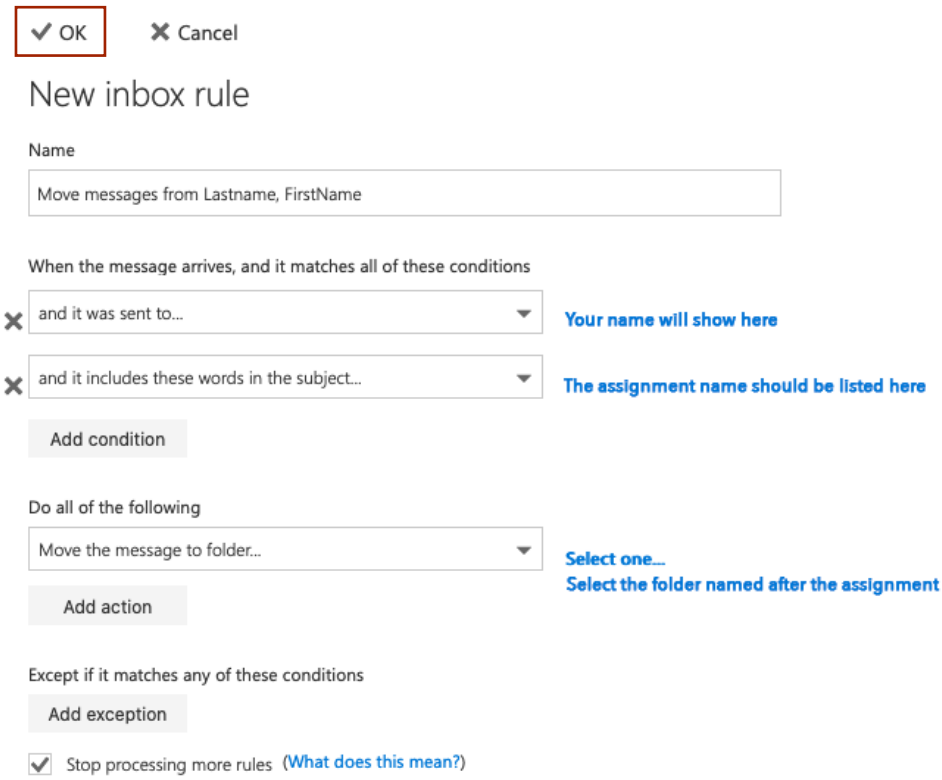
Select the online entry options you want to allow for the assignment. For File Uploads [4]: Students can upload a file to fulfill the assignment. To view student submissions, click on SpeedGrader after your assignment is published.

To save the assignment and publish it, click the Save & Publish button [1]. To save the assignment as a draft, click the Save button [2].



Online Submissions via Email

If faced with a campus closure, you may request students to submit assignments in Canvas or via email. For additional documentation on SMU's webmail go to https://www.smu.edu/OIT/Services/webmail.

If you are not a Canvas user, you may request your students to submit assignments via email. However, to manage those documents in an effective way, you must consider the following:

- Give your students a simple file naming convention, for example, FirstnameLastname-Essay1.docx.
- Ask your students to add the assignment title to the email subject line
- Right click on your mail inbox to **create new subfolders** [1] for each class and new subfolders for each of the assignments that will be submitted.
- Create rules in your inbox that will automatically send the emails to the appropriate assignment folder:
    - Right click on the very first assignment submission email from a student and select **Create Rule**.
    - Change the settings so that when the message arrives, and it matches the conditions of ...and it was sent to...your name is selected.
    - Change the settings so that when the message arrives, and it matches the conditions of ...and includes these words in the subject...the assignment name is listed
    - Under "Do all of the following" make sure you select to move the message to the appropriate folder.
    - Click OK at the very top of the page.