

## **Tips to support instructional continuity for in-person or synchronous classes**

### **Before-the-semester tips:**

- Familiarize yourself with the UNO policy on instructional continuity.
- Include a syllabus statement that clarifies expectations.
- Create a Zoom option before you need it. Prominently display it in Canvas. This is helpful if there is little time between the announcement and the scheduled start time for class.
- Design content in a clearly marked Canvas module reserved for inclement weather days.
- Use Canvas for quizzes or exams, eliminating the need to reschedule them if they fall on a day with an unscheduled disruption.

### **Anytime during the semester tips:**

- For an in-person course, hold class via Zoom at the regularly scheduled time; record it for those who cannot attend.
- Offer a virtual office hour drop-in session during your regularly scheduled class time.
- Weigh the pros and cons of extra credit. It may motivate students to engage, but not all students may have the opportunity to take advantage of the offer.
- If students were scheduled to be at an off-campus site, contact your community partner as soon as possible and suggest an alternative day.
- In case of imminent threat, communicate with students as soon as the threat passes. Understand, students who live in other locations may be seeking shelter at different times.

### **Early-semester tips - Build relationships with students**

- Send a caring message to students expressing concern for everyone's well-being.
- Pose a fun, get-to-know-you question to students and ask them to respond. For example, ask each student to submit their favorite song and create a class playlist.

### **Mid-semester tips – Encourage reflection and enhance planning**

- Ask students to rate their progress toward each course objective on a scale from 1-5, giving them a self-assessment opportunity and providing insight for future instruction.
- Have students preview an end-of-year project and pose questions to you about it or draft a timeline they can use to complete it.

### **Late-semester tips – Set up a strong finish**

- Ask students to develop digital flashcards to share with the class, creating a crowdsourced study guide for the final.
- Challenge students to complete the course evaluation. Let them know if the completion percentage reaches 75%, you will make a small donation to UNO's Food Pantry, provide one "free" answer on the final, or sing the Maverick fight song during the next class.