

Maintaining Continuity of Instruction During Campus Closures

Faculty Resource Page

In the event of a prolonged campus closure, faculty can maintain continuity of instruction by teaching remotely through Blackboard. If you have never taught remotely before, you can start by learning about Blackboard's tools for communicating and delivering content online (step by step instructions appear below). To learn about more advanced features and online teaching strategies, consider signing up for a KCeL workshop or access our Blackboard tutorial [resources](#) .

Teaching Remotely

Equipment

You will need to install the latest versions of the [Chrome](#) and/or [Firefox](#) browsers on a working laptop or desktop computer and have access to the internet. Login to Blackboard by visiting CUNY.edu and then select **Login**, then **Blackboard**. Directions for login can be found in the [CUNY Blackboard user guide](#).

If you plan to use Blackboard Collaborate Ultra or Zoom to hold web meetings with your students, you will also need a webcam and working audio (either built in to your device or plugged in separately).

Adding Teaching Materials to your Blackboard Course Site

To add content to your Blackboard course, such as PowerPoint presentations and Microsoft Word documents, you will need to upload these files.

Directions to Upload a File

Watch the [video, Uploading a Syllabus](#), to learn how to upload a file to Blackboard

Communicating with your Students

You can use **announcements** and **e-mail** to communicate with your students during a campus closure. Ask them to check their Blackboard course and their Kingsborough email account frequently. You may also wish to share this [student email guide](#) with them. It shows students how to edit their Blackboard email address.

Announcements:

A step by step tutorial with directions and a video can be found [here](#).

The Blackboard e-mail Tool:

A step by step tutorial with directions and a video can be found [here](#).

Communicating with Your Students- Advanced Tool

Blackboard Collaborate Ultra tool allows you to conduct synchronous virtual meetings with your students. A step by step tutorial with directions and a video can be found [here](#)

Working on Course Content with your Students

Blackboard offers a number of tools that you can use to carry out an online dialogue between students and you. They include discussion board, blogs and journaling.

Discussion Board

A step by step tutorial with directions and a video can be found [here](#).

Blogs

A step by step tutorial with directions and a video can be found [here](#).

Journaling

A step by step tutorial with directions and a video on how to create a journal can be found [here](#).

Assessment

Blackboard provides you with a number of ways to assess your students' learning, such as through creating assignments or tests. You can generate a test with different types of questions, such as multiple choice, fill-in, and short answer question

Assignments

A step by step tutorial with directions and a video on how to create a journal can be found [here](#).

Tests

A step by step tutorial with directions and a video on how to create a journal can be found [here](#).

General Tips for Teaching During a Campus Closure

1. Before a campus closure, have your syllabus language ready.
2. Explain to your students what could happen and the need to keep working on academic goals in the event of a campus closure.
3. Be encouraging and positive.
4. Attempt to make sure students can access their email and know how to use their KCC e-mail.
5. Conduct a practice session with online work so students feel prepared.
6. Strive to be as flexible as possible and be understanding if students are having difficulty accessing course information and submitting assignments
7. Be specific about your expectations:
 - a. What specific work is to be done
 - b. How you can be contacted
 - c. What submission format is preferred
 - d. What are the deadlines
 - e. What contingencies are there for delays in returning to campus