



## Emergency Remote Teaching Preparedness Checklist

Before an emergency is declared, be sure to follow the steps listed below to promote instructional continuity:

ADMINISTRATIVE ACTION ITEMS BEFORE AN EMERGENCY OCCURS	
<input type="checkbox"/>	Download rosters for each of your classes in Banner.
<input type="checkbox"/>	Compile a list of email and mailing addresses for all of the learners in each of your courses. Email addresses for all learners enrolled in your courses by viewing your roster in Blackboard.
<input type="checkbox"/>	Contact your Department Chairperson and Dean for updates regarding administrative and instructional expectations specific to your unit(s).
<input type="checkbox"/>	If you are unfamiliar with using Blackboard, be sure to review the <a href="#">Blackboard for Instructors tutorials</a> . Be sure to also register for <a href="#">Blackboard Continuity of Instruction Workshops</a> facilitated by the NCCU Blackboard Office.
<input type="checkbox"/>	Download a copy of your <a href="#">Blackboard Grade Center gradebook</a> .
<input type="checkbox"/>	Identify a trusted colleague to contact for assistance in the event you become ill or are unable to communicate with your learners.
<input type="checkbox"/>	Review and revise your course syllabus to include alternative or modified assignments that can be completed during a temporary suspension of campus physical operations.
<input type="checkbox"/>	Update your course syllabus to reflect revised due dates, exam schedules, grading criteria, etc. in the event of a temporary campus closure.
<input type="checkbox"/>	Encourage learners to download a hard copy of the course syllabus.
<input type="checkbox"/>	Identify learners who may not have Internet and/or computer access at home during a temporary suspension of campus physical operations.
<input type="checkbox"/>	Review the <a href="#">NCCU Instructional Continuity Community Board</a> .