

# Academic Continuity Plan

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Faculty members at Lambton College are committed to providing an outstanding learning experience for students. If the planned method of delivery of a course must be changed, the following information and resources aim to support faculty to adapt their teaching plan while preserving the integrity of the learning experience for students. The team in the Teaching & Learning Commons, IT, the academic schools and your colleagues are here to help you. You do not have to do this work alone. If you are unsure of how to get started please email [tlc@lambtoncollege.ca](mailto:tlc@lambtoncollege.ca). We will be happy to steer you in the right direction.

## Planning for Remote Teaching

There are some key decisions that you will need to make in order to start constructing your plan for remote teaching.

### What in my course outline will need to change?

- Review the outcomes that still need to be assessed in your course. Are there any components that cannot be accomplished in a remote environment? For example, an outcome that requires access to specialized equipment. Identify those challenges at the outset so that you can develop a plan.

### What approach to delivery should I take?

- Remote teaching can happen synchronously, asynchronously or a mix of the two. Take some time to determine what mix will be best suited for your course and your students. If you have not already requested a Microsoft Team to be created connected to your course, consider doing so to allow you the option to connect in real-time with your students.

### Synchronous Learning

Synchronous learning is a real-time instructor led online learning event where all students are logged in at the same time and communicate directly with each other.

- Key Features
  - Like face to face instruction.
  - Uses D2L/Microsoft Teams to connect with students in live audio/video conference sessions.
- Pros & Cons
  - Immediate feedback, interaction, and engagement with the learning community.
  - Instructors can assess student reactions.
  - Requires a stable internet connection, access to a webcam and microphone.
  - Students may feel they are not receiving individual attention.
- Best For
  - Explaining difficult concepts so that questions can be asked and answered in real-time.
  - Office Hours/ Q & A Sessions
  - Learning activities that require quick back and forth interaction.
- Recommendations
  - Record synchronous activities whenever possible to increase access to learning opportunities.
  - Ensure materials are accessible.

### Asynchronous Learning

Asynchronous learning is learning that occurs at the student's pace. Interaction between the instructor and students occurs with a time delay.

- Key Features
  - Instructors create materials that students interact with independently.
  - Pre-recorded mini lectures, digital documents, videos and discussion boards are often used.
- Pros & Cons
  - Provides students with more time and control in navigating the content.
  - There is delayed access to instructor feedback and engagement.
  - Students may feel isolated.
  - Students may struggle to manage their time without a scheduled class period.
- Best For
  - Lecture-based instruction.
  - Allowing for review of material multiple times.
  - Tasks that require think-time.
  - Students with strong time-management skills.
- Recommendations
  - Check all links to materials one-week prior to instruction.
  - Ensure all materials are accessible.

Adapted from: Synchronous vs Asynchronous Learning by S. Roch and A. Stracuzz (2020) A Fanshawe Open Learning Resource

### How can I support access for all students?

- Keep things simple
  - Use tools that are included in D2L and Microsoft Teams unless you have a clear pedagogical need that an external tool helps to address.
- Be present in your course
  - Make a plan for communication. Use news items, emails, contribute to discussion boards, or post brief videos. Check in frequently on discussion forums, emails and assessments (5 of 7 days in the week). Communicate with your students if you will be away.
- Make the learning path clear for your students
  - Include a "Start Here" module in your D2L course.
  - Post a week-by-week course plan with required learning activities, resources and assessments listed.
  - Post all evaluations in the D2L calendar.
- Provide opportunities for students to connect with you and their peers
  - Use a variety of activities- individual, small group, large group.
  - Create discussion prompts that draw students into dialogue, where there is no 'right' answer.
- Be thoughtful about the mix of synchronous and asynchronous activities
  - Avoid live-streaming full-length lectures. Instead, pre-record lecture based instruction in short segments or intermix lecture with live interactions.
  - Plan activities that require live interactions for your synchronous meetings.
  - Record synchronous activities where possible.
- Use a variety of assessment methods
  - If your assessment strategy needs to be adjusted, consider assigning authentic tasks that align with your course learning outcomes.

### What support or training will I need to be successful?

- You may find yourself needing to teach in a different way. There are many resources that you can access to get support. Explore the Instructor Help Resources course in D2L, join the TLC Training Team or book a time with one of our faculty coaches by emailing [tlc@lambtoncollege.ca](mailto:tlc@lambtoncollege.ca)

## Content Delivery and Activities

Learning remotely can feel isolating for students and faculty members alike. The following table provides suggestions to maintain a sense of community and connection between you and your students, your students and the course material, and your students and one another while teaching and learning remotely.

Step 1: Identify your planned in-class activity	Step 2: Choose an online alternative	Step 3: Get support to help you feel ready
Communicating with students	<ul style="list-style-type: none"> <li>• Use D2L news items or email to connect regularly.</li> <li>• Consider posting a weekly preview video announcement, describing what is coming up that week and a weekly wrap up announcement summarizing what learning was accomplished that week.</li> <li>• Ensure all of your due dates are posted in the D2L calendar.</li> <li>• Use an FAQ discussion board to help respond to common student questions.</li> <li>• Consider scheduling office hours using Microsoft Teams</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Create a news item in D2L</a></li> <li>• <a href="#">Email students in D2L</a></li> <li>• <a href="#">Add items to the calendar in D2L</a></li> <li>• <a href="#">Create a discussion forum in D2L</a></li> <li>• <a href="#">Schedule a meeting in Microsoft Teams</a></li> </ul>
Delivering a lecture	<ul style="list-style-type: none"> <li>• Add notes to presentation slides and share them with your students by uploading them to your D2L course.</li> <li>• Consider adding audio narration to presentations.</li> <li>• Record short video presentations for your class.</li> <li>• Schedule synchronous class meetings with recording using Microsoft Teams. Avoid full lectures with no opportunity for interaction.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Add content in D2L</a></li> <li>• <a href="#">Add audio narration to a PowerPoint-video instructions</a></li> <li>• <a href="#">Add audio narration to PowerPoint slides-text instructions</a></li> <li>• <a href="#">Ensure your PowerPoint slides are accessible</a></li> <li>• <a href="#">Schedule a meeting in Microsoft Teams</a></li> <li>• <a href="#">Record a Microsoft Teams meeting</a></li> </ul>
Distributing handouts	<ul style="list-style-type: none"> <li>• Upload handouts, or other types of documents you use in class to your D2L course.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Add content in D2L</a></li> <li>• <a href="#">Ensure your word documents are accessible</a></li> </ul>

Step 1: Identify your planned in-class activity	Step 2: Choose an online alternative	Step 3: Get support to help you feel ready
Showing videos and additional learning resources/models	<ul style="list-style-type: none"> <li>• Link to existing online content (including websites, videos, interactive practice options, Open Educational Resources, LinkedIn Learning etc.)- email <a href="mailto:tlc@lambtoncollege.ca">tlc@lambtoncollege.ca</a> if you would like help with this.</li> <li>• Create short videos explaining/showing models for students.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Add stuff (YouTube videos, etc.) in D2L</a></li> </ul>
In-class discussions	<ul style="list-style-type: none"> <li>• Use the D2L Discussion Forum tool.</li> <li>• Host live sessions in Microsoft Teams.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Create a discussion forum in D2L</a></li> <li>• <a href="#">Create discussion topics in a forum in D2L</a></li> <li>• <a href="#">Schedule a meeting in Microsoft Teams</a></li> </ul>
In-class review	<ul style="list-style-type: none"> <li>• Host a synchronous video session in Microsoft Teams. Record the session and post it for others to view.</li> <li>• Set up a review channel in in Microsoft Teams for an asynchronous text-based review.</li> <li>• Create review questions using an ungraded D2L Quiz.</li> <li>• Create a discussion forum in D2L for students to post questions and answers.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Record a Microsoft Teams meeting</a></li> <li>• <a href="#">Create a Microsoft Teams Channel</a></li> <li>• <a href="#">Create a discussion forum in D2L</a></li> <li>• <a href="#">Create a quiz in D2L</a></li> </ul>
Applied learning activities (e.g., performance, presentations, practice examples, analysis, etc.)	<ul style="list-style-type: none"> <li>• Post online simulations, collections or demonstrations for engagement and discussion.</li> <li>• Provide data, problem sets, etc. for analysis and discussion.</li> <li>• Have students submit video or digital recording of their presentations or performances using the Video Assignment Tool in D2L.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Merlot (Online repository of simulations)</a></li> <li>• <a href="#">Applying active learning strategies to online course videos</a></li> <li>• <a href="#">Setting up Video Assignments in D2L</a></li> </ul>

Step 1: Identify your planned in-class activity	Step 2: Choose an online alternative	Step 3: Get support to help you feel ready
Group projects & group work	<ul style="list-style-type: none"> <li>• Encourage students to work asynchronously and collaborate using Microsoft Office 365.</li> <li>• Students may wish to create video recordings or share projects or performances digitally, the more options they have to create individually and merge, the better.</li> <li>• Create groups in D2L and with assignment Dropboxes for each group. This will make grading easier.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Create groups in D2L</a></li> <li>• <a href="#">Create a dropbox in D2L</a></li> </ul>

Adapted from the Cambrian College [Learning Continuity Planner](#) and the [Learning Continuity Kit](#) from Humber College.

## Assessment, Evaluation & Feedback

When classes are planned with a face-to-face component, assessments and evaluations are often planned to be completed during class time. A transition to a fully remote teaching environment can pose some challenges to an existing assessment plan. The following table provides suggestions for you to consider as you review your assessment and evaluation plan.

Step 1: Identify your planned in-class assessment strategy	Step 2: Choose an online alternative	Step 3: Get support to help you feel ready
In-class review	<ul style="list-style-type: none"> <li>• Host a synchronous video session in Microsoft Teams. Record the session and post it for others to view.</li> <li>• Set up a review channel in in Microsoft Teams for an asynchronous text-based review.</li> <li>• Create review questions using an ungraded D2L Quiz.</li> <li>• Create a discussion forum in D2L for students to post questions and answers.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Schedule a meeting in Microsoft Teams</a></li> <li>• <a href="#">Record a Microsoft Teams meeting</a></li> <li>• <a href="#">Create a Microsoft Teams Channel</a></li> <li>• <a href="#">Create a quiz in D2L</a></li> <li>• <a href="#">Create a discussion forum in D2L</a></li> </ul>
Written assignments	<ul style="list-style-type: none"> <li>• Post assignment details and rubrics in your D2L course.</li> <li>• Create a Dropbox for each assignment.</li> <li>• Have students submit to the assignment Dropbox.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Add content in D2L</a></li> <li>• <a href="#">Create a dropbox in D2L</a></li> <li>• <a href="#">Ensure your word documents are accessible</a></li> </ul>

Step 1: Identify your planned in-class assessment strategy	Step 2: Choose an online alternative	Step 3: Get support to help you feel ready
Student presentations	<ul style="list-style-type: none"> <li>• Live presentations in Microsoft Teams</li> <li>• Create a video assignment in D2L.</li> <li>• Consider using Microsoft Forms as a tool if you'd like students to provide feedback on presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Start a Microsoft Teams meeting</a></li> <li>• <a href="#">Create a Video Assignment in D2L</a></li> <li>• <a href="#">Create a Microsoft Form</a></li> </ul>
Group projects & group work	<ul style="list-style-type: none"> <li>• Encourage students to work asynchronously and collaborate using Microsoft Office 365.</li> <li>• Students may wish to create video recordings or share projects or performances digitally, the more options they have to create individually and merge, the better.</li> <li>• Create groups in D2L and with assignment Dropboxes for each group. This will make grading easier.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Create groups in D2L</a></li> <li>• <a href="#">Create a dropbox in D2L</a></li> </ul>
Tests, quizzes and exams	<ul style="list-style-type: none"> <li>• Use the D2L quiz tool to set up formative practice quizzes that students can use to confirm they are achieving learning outcomes (recommended practice is multiple tries with no time limits).</li> <li>• Use the D2L quiz tool to set up formal graded quizzes that are randomized and timed.</li> <li>• Explore online assessments such as projects, reflective writing, written or photo essays, research reports, critiques, simulations, scenarios or case studies presentations, ePortfolios to replace tests, quizzes, and exams.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Create a quiz in D2L</a></li> </ul>

## Feedback

Instructor feedback is an essential component of an effective learning environment. While a shift to remote teaching may require some adjustments to your planned approach, there are many excellent options built into D2L.

- D2L Dropboxes allow for typed feedback, audio and video feedback, in-line annotations and can be linked to instructor created rubrics for efficient, clickable grading.
- D2L Quizzes allow for auto-grading of many question types. Instructors can also provide typed feedback on individual questions or on the quiz/test as a whole. Feedback can also be pre-set based on the answers chosen.
- D2L Discussion Forums can be graded learning activities. Instructors can incorporate rubrics or provide typed feedback.
- D2L Video Assignment allows for typed feedback, video feedback, and provides the option of peer review of submissions.

## Tools for Delivery

The following tools can be used to support content deliver, learner engagement and assessment.

D2L and Microsoft Teams are the two main tools that are recommended for use.

Tool	How you might use it for remote teaching	Get support to help you feel ready
D2L Content	<ul style="list-style-type: none"> <li>• Upload or create files.</li> <li>• Post links to external files.</li> <li>• Embed or post links to videos (Zoom Recordings, YouTube, LinkedIn Learning, TED, etc.).</li> <li>• Create interactive content and learning activities using H5p.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Add stuff (YouTube videos, etc.) in D2L</a></li> </ul>
D2L Dropbox	<ul style="list-style-type: none"> <li>• Create individual or group assignments where students can submit their work.</li> <li>• Encourage academic integrity by incorporating TurnItIn ®.</li> <li>• Grade assignments using the annotation tools.</li> <li>• Provide text, audio or video feedback.</li> <li>• Provide learners with assessment accommodations by creating special access conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Create a dropbox in D2L</a></li> <li>• <a href="#">Enable TurnItIn ® on an assignment</a></li> <li>• <a href="#">Evaluate an assignment using TurnItIn ®</a></li> <li>• <a href="#">Grade assignments with annotation tools</a></li> <li>• <a href="#">Create special access for assignments</a></li> </ul>
D2L Quizzes	<ul style="list-style-type: none"> <li>• Create an open or closed book test.</li> <li>• Provide learners with assessment accommodations by creating special access conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Create a quiz in D2L</a></li> <li>• <a href="#">Create special access for quizzes</a></li> </ul>
D2L Video Assignments	<ul style="list-style-type: none"> <li>• Create individual or group assignments.</li> <li>• Students can provide feedback on peer submissions.</li> <li>• Can be an alternative for live presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Setting up Video Assignments in D2L</a></li> </ul>

Tool	How you might use it for remote teaching	Get support to help you feel ready
Microsoft Teams	<ul style="list-style-type: none"> <li>• Host synchronous live meetings, office hours, Q&amp;A sessions, guest speakers.</li> <li>• To record learning experiences.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Schedule a meeting in Microsoft Teams</a></li> <li>• <a href="#">Create a Microsoft Teams Channel</a></li> <li>• <a href="#">Start a Microsoft Teams meeting</a></li> <li>• <a href="#">Record a Microsoft Teams meeting</a></li> </ul>
Kahoot	<ul style="list-style-type: none"> <li>• Create live quiz activities</li> <li>• Gamify your content review</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Get started with Kahoot</a></li> </ul>

Adapted from the Algonquin College [Academic Continuity](#) site.

## How to Get Support

There are many resources that you can access to get support. Once you are logged into myLambton, you can submit a Jira ticket for IT support, explore the Instructor Help Resources course in D2L, join the TLC Training Team or book a time with one of our faculty coaches by visiting the employee Teaching & Learning Commons website. If you are unsure of where to start, email [tlc@lambtoncollege.ca](mailto:tlc@lambtoncollege.ca). We will be happy to steer you in the right direction.