Plan to teach. Prepare to learn.
Quick Start to Spring 2020 Course Completion

Use this prioritized checklist to assure your course is remote-ready for students no later than March 23, 2020. Additional resources on each topic are available on the Innovative Learning website here, and are regularly updated. Drop in for help with your plan to course completion during open consultations with Innovative Learning team members on Thursday or Friday, March 12 or 13 in WALC 3132. Email innovativelearningteam@purdue.edu with questions or if you need further assistance.

Create your plan to course completion

☐ What are essential course content, activities, and assignments to complete the semester? Develop remote alternatives that allow for independent, asynchronous completion by students.

☐ Revise assignment due dates and submission methods, and flex your policies as needed. Remember that the current Purdue academic calendar is still in effect.

☐ Revise your grading scale as needed. If you require/offer points that require face-to-face interaction, (e.g. attendance), be flexible and provide alternatives such as check-ins or small activities.

Communicate with your students

If you are currently using Blackboard or Brightspace, continue reading. If you are not using either Blackboard or Brightspace, click here for detailed assistance.

☐ Post your plan and schedule to your course Blackboard/Brightspace. Review it with your students, highlighting changes.

☐ Use your course site to facilitate communication: 1) students with you, 2) you with students, 3) students with each other (e.g. course site email, discussion boards, groups).

☐ Review with students how to use your course site for communication, assignment submissions, assignment feedback, checking grades, etc.

☐ Assure that students download or otherwise have remote access to required or alternate resources.

☐ Run a small, remote test activity with students. Offer a few points or extra credit for those who successfully complete the activity. Adjust your plan if needed.

Deliver essential content/materials

☐ Make it easy for students to find essential content for the rest of the semester (e.g. hiding past or non-essential materials and/or developing a downloadable course packet). Click here for help with specific categories of content (e.g. lecture, labs). Visit the Purdue Repository for online Teaching and Learning for other considerations in online teaching.

☐ Make sure hyperlinks are accessible to all students, including those whose countries might block some content. This Wikipedia link provides more specifics.

☐ Provide a path for all students to achieve the course learning outcomes this semester. This may mean responding to a variety of special situations, such as documented accommodations and student whose access to Internet is limited.

Complete remote learning activities

☐ Post announcements to your course site and link to FAQs as they arise.

☐ Establish regular check-in times -- normal class time and/or office hours when students should check the LMS (but use live check-in sparingly).

Assess student learning

☐ Update student grades to reflect their progress toward course completion as of March 23, 2020.

☐ Establish reasonable turnaround time for feedback, based on your schedule and student needs.
New to Brightspace

A Brightspace course site has been created for your Spring 2020 course and populated with your student roster. Visit purdue.brightspace.com to login. This offers your students and you a Purdue-supported learning management system to assure your course completion. It features an emergency template you may use to quickly set up your site with essential course content, activities, and assignments.

☐ Familiarize yourself with Brightspace by reviewing this brief video "Navigating Brightspace tutorial."

Communicate with your students

☐ Learn how to create a plan/syllabus in Brightspace by viewing this short guide Uploading Your Syllabus or Plan. Review the plan with your students, highlighting changes.

☐ To create announcements or send emails on Brightspace, follow these instructions Communication in Brightspace.

☐ Assure that students download or otherwise have remote access to required or alternate resources.

☐ Run a small, remote test activity with students. Offer a few points or extra credit for those who successfully complete the activity. Adjust your plan if needed.

Deliver essential content/materials

☐ Add files to your Brightspace course following these directions on Adding Content.

☐ To create an assignment in Brightspace, use these instructions Create an Assignment and Gradebook.

☐ To create online quiz/exam Brightspace, use these instructions Creating Quiz and Grade Items.

☐ Make it easy for students to find essential content for the rest of the semester (e.g. hiding past or non-essential materials and/or developing a downloadable course packet). Visit the Purdue Repository for online Teaching and Learning for other considerations in online teaching.

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☐ Post announcements to your Brightspace course site and link to FAQs as they arise.

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Assess student learning

☐ Update student grades to reflect their progress toward course completion as of March 23, 2020.

☐ Brightspace gradebook directions are available here Gradebook Overview.

☐ Establish reasonable turnaround time for feedback, based on your schedule and student needs.

Additional resources on Brightspace are available here.

You may also attend Brightspace workshops; see schedule.

If you need further assistance in setting up your course in Brightspace, email innovativelearningteam@purdue.edu.