

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). 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.
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Complete remote learning activities

- Post announcements to your Brightspace 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.
- 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.