



A. D2L Brightspace

Digital learning management system

B. Zoom

Host virtual classes or record lectures

minnstate.zoom.us Sign in with StarID

C. Mobile Device

When students don't have access to a computer

D. No Internet Access

When students don't have access to internet

1 Develop a Communication Plan with Students | WHEN - WHERE - FREQUENCY

2 Create an Announcement

3 Create a plan for each module

- > Introduction
- > Discussion Boards
- > Assignments
- > Quizzes
- > Gradebook

Record Scores

Track Student Progress

- > Meet Online or Record Lectures

See [B. Zoom](#)

2 Host a Virtual Class

- > Invite students to the Zoom room
- > Record to the cloud 
 - Zoom will save chat, give you a link, and provide a transcript you can review and edit.
- > Share screen
- > Poll students
- > Use a whiteboard
- > Monitor chat
- > Breakout rooms
- > Share the link with your students for review or for those who missed it

3 Record a Lecture

- > Utilize all of Zoom's features in a room without students
- > Share the link with your students

2 Instruct students to use free mobile-friendly applications:

- > Office 365 Suite
- > Zoom
- > D2L Pulse



3 Adjust your communication plan for these students

2 Communicate with campus administration to confirm campus access and distribution

3 Based on their guidance, adjust your communication plan with the student(s) to include:

- > Telephone communication
- > Postal service
- > Campus drop-off location

Tips



Consider using a **headset** to provide a better quality audio experience for your students.



Record to the cloud from Zoom and the recording will automatically be uploaded to your **Kaltura MediaSpace** account (mediaspace.minnstate.edu), where you can edit, upload the transcript from Zoom, or get an embed code.



Keep it **simple** - modifying your course does not mean lessening value!

Resources

View examples, step-by-step guides, video tutorials, and other resources at

asnewsletter.org/academic-continuity

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