



Academic Continuity Plan

Updated: March 10, 2020

The following are guidelines and resources for faculty, should the impact of COVID-19 necessitate a shift from face-to-face delivery of courses to an alternate mode of delivery. The Manager of Online Education, Vinny Basile, is available to assist faculty and will begin offering Moodle workshops on a daily basis effective **March 10, 2020**; a schedule has been distributed to faculty. Additional options for course delivery are being explored, and this plan will continue to be reviewed and updated as necessary.

General Pre-disruption Planning Tips

- If you have not done so already, request a link to register with the Emergency Alert System by clicking on the following:
<https://helpdesk.cobleskill.edu/helpdesk/Tickets/New?categoryId=21&subject=Everbridge%20Invitation%20request&body=Full%20Name%3A%0ACobleskill%20Email%3A%0ACobleskill%20ID%20%23800%3A>
- Consider ways in which you might alter course delivery now:
 1. Focus on ways in which Student Learning Outcomes can be achieved.
 2. Take into consideration limitations that students might have (eg, work and family obligations, current courseload, etc.).
 3. Aim to work within the parameters of currently scheduled course times but consider offering content differently (eg, increase focus on labs or other hands-on activities that are more difficult to offer remotely).
- Be flexible with regard to attendance.
- Notify your School office of how you plan to deliver your course if a face-to-face option is not available. Alternatives include, but are not limited to:
 1. Distance Learning, including 'low-interaction' activities such as connections via phone/ conferencing systems such as [Zoom](#) or [Webex](#) and exchange of work via Moodle and/or email; development of voice-over PowerPoint presentations, focused use of textbook and assignments contained therein (eg, discussion questions);
 2. Independent Study, as an individual student or combined group of students, for both online and residential;
 3. Experiential Learning, including via simulated/virtual experiences;
 4. Online Learning, moving to online those SUNY Courses that are not being taught online now; and
 5. Collaborating with other SUNY campuses on any of the above, to share faculty resources and address student needs.

- Notify your School office if you do not currently have access to a computer off-campus; a limited number of laptops are available for loan.
- Check your SUNY Cobleskill email account daily for updates.
- Remind students in your classes to check their SUNY Cobleskill email accounts daily for updates.
- Download your student contact information from BannerWeb, should you need to get in touch with your students if Moodle is temporarily unavailable due to high traffic.
 1. <https://bannerprod.cobleskill.edu/>
 - User ID: 800#
 - PIN: 6 digit number
 2. Select “Faculty Services” and then click on “Faculty Detail Schedule”
 3. Select the term from the next page.
 4. To see your class roster click the enrollment link.
 5. The next page will allow you to email students by clicking the email icon  next to their name. You may also email the entire class by scrolling to the bottom of the page [Email class](#) 
- Remind students to download or print a copy of the course syllabus.
- Export any teaching materials you have prepared in case you are unable to access the files in Moodle, if Moodle becomes temporarily inaccessible due to high traffic.
- Review how to access your voicemail remotely with the instructions below:
 1. Dial 518-255-5060 to call Cisco Unity Connection (Voicemail) from off campus
 2. Press *(star key) when Connection answers.
 3. When prompted, enter your ID (Extension) and press # (pound key).
 4. Enter your Connection PIN and press #. Your Initial PIN is 444-4444
 5. Respond as prompted. You do not need to refer to any Connection documentation during enrollment. The system will tell you when the enrollment process is complete.

How can I offer synchronous lecture/meetings for my students with recordings?

Blackboard Collaborate is a virtual classroom environment that can be used in a classroom setting with students or used to set up meeting space among other faculty and staff members.

- Blackboard Collaborate is only fully compatible with Google Chrome or Mozilla Firefox
- Regardless of the platform, you will need the following:
 - A device with good internet connection
 - Headphones or earbuds (optional)

- Microphone or telephone (if possible, a separate microphone or telephone as this will give you better sound than your device's built-in microphone)
- Web camera (optional, may be preferred for a more personal contact)
- Use the following link for detailed information on Blackboard Collaborate:
<https://moodle.cobleskill.edu/course/view.php?id=15036§ion=10>

How can I pre-record asynchronous lessons and videos for my students?

Blackboard Collaborate is the best option. You can record your audio, video, screen content, and documents.

- The recorded session will display in Moodle if you are using Collaborate through Moodle. Students and Instructors can download the recording if an offline copy is needed.
- Use the following link for detailed information on Blackboard Collaborate:
<https://moodle.cobleskill.edu/course/view.php?id=15036§ion=10>

How can I facilitate exams, quizzes, or tests digitally with students?

The quiz activity in Moodle allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, short answer and drag and drop images and text.

Use the following link for detailed information on the quiz activity:

<https://moodle.cobleskill.edu/course/view.php?id=15036§ion=8>

How can I share student grades confidentially and digitally?

The Moodle Gradebook automatically aggregates scores and feedback from Assignments, Activities, and/or Manual grades from your Moodle course. Students can view their own grades in individualized reports which protect student privacy.

Use the following link for detailed information on grading:

<https://moodle.cobleskill.edu/course/view.php?id=15036§ion=9>

How can I communicate updates, changes and other relevant information to my students?

- BannerWeb
- Blackboard Collaborate
- Email
- Moodle Communication
 - Quickmail: Instructors can email individual students, groups of students, or all the students in their course.
 - Moodle Messages: Moodle users may send and receive private messages via Moodle.
 - Forums: Allows students and teachers to exchange ideas in Moodle by posting comments as part of a thread.

How can I collect student assignments digitally?

- Moodle Assignments: The assignment activity provides a space into which students can submit work for teachers to grade and give feedback on. Use the following links for detailed information on assignments.
 - <https://moodle.cobleskill.edu/mod/page/view.php?id=205964>
 - <https://moodle.cobleskill.edu/mod/page/view.php?id=206337>
- Turnitin: Is an activity available in Moodle. It acts the same way as an assignment activity, but it checks the assignment for plagiarism. Use the following links for detailed information on Turnitin.
 - <https://moodle.cobleskill.edu/mod/page/view.php?id=205978>
 - <https://moodle.cobleskill.edu/mod/page/view.php?id=206369>
- OneDrive: Faculty and students can upload and share documents with one another. Use the following link for detailed information on OneDrive
 - <https://moodle.cobleskill.edu/course/view.php?id=15036§ion=13>

What other applications are available to me and my students?

- Office 365: Allows you to access Microsoft Office applications through your web browser
 1. To access Office 365 you will need to login to your SUNY Cobleskill webmail (<http://webmail.cobleskill.edu/>)
 2. Then click on the app launcher. This is the icon in the top left hand corner of the Office 365 navigation bar.
 3. Select the Office application from the list of available apps.
- Microsoft Office: You may also download the full version of Microsoft Office to your PC.

1. To Install office you will need to login to your SUNY Cobleskill webmail (<http://webmail.cobleskill.edu/>)
 2. Then click on the app launcher. This is the icon in the top left hand corner of the Office 365 navigation bar.
 3. Click on Office 365, this will present you with the option to install office.
- OneDrive: OneDrive gives you one place to store, share, and sync your work or school files. Students, faculty and staff are allocated 1 terabyte of cloud storage.
 1. To Access OneDrive you will need to login to your SUNY Cobleskill webmail (<http://webmail.cobleskill.edu/>)
 2. Then click on the app launcher. This is the icon in the top left hand corner of the Office 365 navigation bar.
 3. Select OneDrive from the list of available apps.
 4. Use the following link for detailed information on OneDrive <https://moodle.cobleskill.edu/course/view.php?id=15036§ion=13>

Where can I find online resources?

Documentation can be found on Moodle by visiting the following URLs

Faculty Orientation:

<https://moodle.cobleskill.edu/course/view.php?id=15036§ion=0>

Student Orientation:

<https://moodle.cobleskill.edu/course/view.php?id=16207>

Additional support can be found under the ITS helpdesk knowledge base:

<https://helpdesk.cobleskill.edu/helpdesk/KB>

How will tutorial services be provided to my students?

An alternative tutoring schedule is under development, should it become necessary to offer remote tutoring sessions. Currently, SUNY Cobleskill students have access to online tutoring through STAR NY; this will be supplemented by tutoring sessions offered utilizing Moodle.

How will students access needed accommodations to support their learning?

Students will be provided with information regarding making accommodation requests to AccessAbility Resources.

What library resources are available?

Information about chat and the other services students and faculty can use if face-to-face contact becomes restricted may be found at <http://libraryguides.cobleskill.edu/research/GettingHelp> . One-on-one research consultations may be conducted with librarians utilizing Skype.

What are the roles and responsibilities of academic advisors, program coordinators, and department chairs?

Direction will be provided by the College as needed. Please check email daily.

Who can I contact for assistance?

Contact the Manager of Online Education (basilevm@cobleskill.edu), the ITS Help Desk (helpdesk@cobleskill.edu), or your School office for assistance (School of Agriculture and Natural Resources schoolofagnr@cobleskill.edu or School of Business and Liberal Arts & Sciences schoolofblas@cobleskill.edu).