

Contingency Planning – Moving Your On-Campus Course to a Remote Format in Blackboard

The Teaching Transformation and Development Academy is available to provide instructional design assistance and support for Blackboard and other academic technologies listed. Please visit [TTaDA's Academic Continuity Planning web page](#) for more information.

A Blackboard course site has been automatically created for each class. If you do not see your class listed in [Blackboard](#) under My Courses, please contact TTA DA at 701-777-2129 or 701-777-3325 or send an email to blackboard@und.edu.

The Basics:

1. Adding class information into your Blackboard course site

- Share your contact information with your students in your Blackboard course site. [Click here for information about adding your contact information to Blackboard.](#)
- Upload your course syllabus or copy and paste your reading assignments in your Blackboard course site. [Click here for information about adding content in Blackboard.](#)
- Add an initial announcement welcoming students to the class and providing basic information about what to expect to complete their course. A sample announcement is found on the end of this document.
- Add other relevant course material, such as:
 - a. PowerPoints-- Consider adding narration to your slides or presentations. [Click here to learn about adding audio to presentations.](#)
 - b. Other course reading material other than the textbook (e.g., articles, websites).
 - c. Course handouts (e.g., assignment information/instruction, take home examinations)
 - d. Test review material.

2. Using the gradebook in your Blackboard course site

- Enter students' existing assignment and exam grades into Grade Center and enter columns/fields for their remaining assignments and exams or create assignments in Blackboard. [Click here for more information about Blackboard Grade Center.](#)

3. Communicating with your students using your Blackboard course site

- Use the Announcement function to communicate to students so the message is available on your Blackboard site AND is sent to students via email. Be sure to check the box "Send a copy of this announcement immediately" when you create the announcement. [Click here for information about adding announcements in Blackboard.](#)
- Use the email tool to communicate with students directly. Click the "Tools" link in the navigation menu and then scroll for the email tool. [Click here for information about sending email through Blackboard.](#)

4. Receiving assignments or other materials from students

- It might be easiest to have students email their assignments, papers, or take-home examinations to you as attachments, but allowing them to submit this material directly to you in Blackboard is an easy upgrade you should consider (see "Easy Upgrades" below). [Click here for information about creating assignments in Blackboard.](#)

Easy Upgrades to Consider:

5. Having students submit assignments in Blackboard (including take-home exams)

- By clicking “Content” on the navigation panel (left side of screen) of your Blackboard course site you can then click “Assessments” toward the top of the screen and then “Assignments.” You can then add a title, instructions, attach any necessary files, provide due date information, grading, and set availability information. This will allow students to submit their assignments and you to access and grade them directly in Blackboard. [Click here for information about creating assignments in Blackboard.](#)

6. Creating online interaction in Blackboard

- Blogs, wikis, discussion boards, and Voicethread are a few examples of the tools available within Blackboard for online interaction. They provide opportunities for asynchronous group collaboration and course participation. [Click here for information about interacting online.](#)

7. Holding live virtual classes, office hours, or help sessions

- Zoom is one of the recommended tools to use to create virtual classes, hold office hours, or help sessions with audio/video interactions with your students. [Click here for information about online collaboration](#)

8. Consider Alternatives to High-Stakes Testing

- High-stakes testing would typically involve some form of proctoring in an online or remote learning environment. Proctored exams pose several challenges during this current public health situation and is not always necessary for assessing a student’s mastery of course learning objectives. Consider whether or not these tests can be replaced with other alternative assessments, such as:
 - a. Essays/papers including executive summaries, an infographic or poster session, writing an OpEd essay
 - b. Oral reports such as live webinars, or recorded video/audio reports
 - c. Portfolios
 - d. Open book exam
 - e. Create your own product exam such as a software product, a video tutorial like a youtube “how-to”.

9. Creating and administering exams online through Blackboard

- [Instructions for creating exams in Blackboard can be found by clicking here.](#)
- There are options for administering exams via Blackboard with different levels of security:
 - a. Respondus LockDown Browser locks down the testing environment within Blackboard. When students use Respondus LockDown Browser they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit for grading. [Click here and scroll to Lockdown Browser for more information.](#)
 - b. YuJa Proctoring allows the student to record video/audio and their computer screen while completing an exam. The recording is securely saved to the instructor’s folder which will avoid distribution of the exam recording by the student. [Click here and scroll down to Yuja Proctoring for more information.](#)

Example of Announcement In Case of Campus Closure

I will be using this site to help you finish the semester successfully. I will be posting announcements like this one and sending emails periodically to keep you informed about the plan to complete our course so please login daily.

Consider adding information to the announcement about what materials you have posted such as:

I have posted our syllabus and other information about our remaining assignments and examinations. I have also included up-to-date grading information about completed assignments in the gradebook on this site.