



# Emergency Preparedness Checklist for Instructors

## COMMUNICATION PREPAREDNESS

- Keep a draft email template ready to send if an outage occurs
- Contact ICT for information on how to access student email lists, etc.

## COURSE CONTENT & MATERIALS

- Maintain original copies of course materials outside the LMS
- Store course files in OneDrive or another secure location
- Create learning materials using templates before uploading them to the LMS
- Generate and save an ePub version of your Canvas course
- Keep downloadable versions of key course documents available:
  - Syllabus
  - Lecture slides
  - Readings
  - Lecture notes
  - Assignment instructions



## VIDEO & MEDIA ACCESS

- Know how to access your Panopto recordings outside of Canvas
- Keep direct links to important lecture recordings
- Identify an alternative way to share video links with students

## PLAN FOR ALTERNATIVE LEARNING ACTIVITIES

- Prepare one or two low-tech learning activities that can be used during an outage

Ideas include:

- Microsoft Forms
- H5P
- Microsoft Learning Activities
- Microsoft Office 365

## SUPPORTING STUDENT ACCESS

- Ensure essential course materials can be downloaded for offline use
- Keep low-bandwidth versions of important materials available (PDFs, slides, notes, ePub files)