

5 Things you can do to continue teaching your classes using alternative methods

1. Use Blackboard as a central meeting point for your class

It is important to communicate with your students and let them know how you plan to continue teaching class. Regardless of all the news and COVID-19 updates, they want to hear from you and know what to expect over the next few weeks. Post a *Message from your Instructor* announcement in Blackboard. You can also select to send this announcement as an email to all your students.

Instructions for [How to Create an Announcement](#).

2. Continue providing resources and class materials to students as if you were still in your classroom on campus.

In the Content area of your Blackboard course you can add documents, articles to be read, PowerPoint lecture notes, etc. You can add Folders to organize content, but it's not critical if you clearly title items and let students know where to find them. Also, if you are using PowerPoint as an alternative for your lectures, use the notes section rather than recording your voice onto PowerPoint as the audio quality will be poor.

Instructions for [How to Create an Item in a Content Area](#).

3. Record lectures ONLY if the information cannot be learned in other ways.

This is different than how you would design an online course, but you've been meeting with your students and they already know you; they don't need to hear your voice to build rapport. If you do need to include a recorded lecture, make it short and don't worry about editing out the "umms" or pauses. You will need to provide closed captioning for your recorded lectures. Missouri State provides licensing to desktop applications that you can use for recording and closed captioning mini lectures.

Instructions for:

[Installing Mediasite Desktop](#).

[How to use Mediasite Desktop Recorder](#).

[How to use Stream to Close Caption](#).

4. Think of alternative ways to connect with your students than synchronous sessions.

Blackboard Collaborate and Zoom are useful tools for holding synchronous sessions at your regular class time. HOWEVER, you and your students will be participating from home and may not have high-speed internet service that you are accustomed to on campus. Disruptions and delays may also occur due to an increased global demand at this time. If you do choose to use these tools you can find instructions for accessing them and how to use for live web conferencing.

Instructions for:

[Getting Started with Collaborate Ultra](#)

[Zoom Account Request and Setup](#)

5. Use Blackboard for students to submit homework and take online exams and quizzes.

This may be the first time you AND your students have used Blackboard for homework assignments and taking online exams. What's important is you can continue the learning and assessment process. Start small by using it for quizzes to give yourself and your students time to be familiar with this and then continue to learn about the features so you feel comfortable giving a high-stakes exam. Allow quizzes and exams to be taken at least twice. The second attempt will help students that may have a tech problem with the first attempt. Test features that are the most problematic are *Force Completion* and applying a *Password*, so it is recommend that you don't use these settings. If you decide to use the online proctoring features in Blackboard, give students the opportunity to take a practice quiz with these features so they are comfortable with how they work. Make quizzes and exams self-grading with multiple choice and true/false questions. This is where Blackboard can be very effective, and you can spend your time on more critical things like connecting with your students.

Instructions for:

[How to Create an Assignments](#) (link where students can upload their work)

[How to Grade an Assignment](#) (from the Grade Center)

[How to Create and Deploy Tests in Blackboard](#)

[How to Create Tests in Exam Author using Publisher Test Banks](#)

[How to Create an Exam File in Exam Author](#)

[Respondus Exam Author Formatting](#)

AND FINALLY

The following resources will be helpful to you are you begin making these changes.

[MSU Service Desk](#) – this is Help Desk portal where you will find the Knowledge Base. Here you can find lots of resources on using Blackboard and /Teaching and Learning

[Faculty Center for Teaching and Learning](#) – the FCTL has listed resources on their website that may be helpful or you can contact FCTL@missouristate.edu for further assistance.