TOP 5 BEFORE CLASSES START!

Are you ready for classes? Check the list below to make sure you are prepared:

1. **Contact your students!**
   - Ask your students and tell them what the course modality is, when you will meet with them, and who should be there on the first day of classes. This is very important to maintain 50% classroom capacity limits.

2. **Know the classroom safety protocols**
   - Help keep you and your students safe. Visit YSU’s COVID-19 Info page and view the infographic below for key points. If possible, visit your classroom before the first day to check the safety and technology set ups.

3. **Prepare your Blackboard courses**
   - All courses have a Blackboard shell. Set up your course shells as you intend to use them for your modalities. ACT technology guides can help.

4. **Get technology ready**
   - Do you have the technology you need for your modalities? Do you know how to use your chosen technologies? Contact the IT Service Desk or the ACT technology guides for help.

5. **Do a final course review**
   - Have you addressed all the major considerations for your modalities? Check out the ACT quality assurance resources to review your course.

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**ACT Consults and Question Sessions**

As you make preparations for your fall classes, please remember that all ACT members are available to consult and assist in your course preparations. ACT members have expertise in course design, assessment, pedagogy, Blackboard, Webex, Microsoft apps, technology tools, and more. NEW: Book your own appointment—visit the ACT consults page to book an appointment that fits your schedule.

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The Academic Continuity Team (ACT) is made up of faculty and staff from the Institute for Teaching and Learning, Office of Cyberlearning, and Information Technology. Our offices have been working together since the beginning of the COVID-19 pandemic in order to coordinate services, provide training and resources, and support faculty teaching. Visit our website for resources, training opportunities, or to contact an ACT member.

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**Academic Continuity Team**

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<thead>
<tr>
<th>Office of Cyberlearning</th>
<th>Institute for Teaching and Learning</th>
<th>IT Customer Services</th>
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<tbody>
<tr>
<td>Jessie Dhill</td>
<td>Hillary Frielman</td>
<td>Roshni Donovan</td>
</tr>
<tr>
<td>Joe Alberti</td>
<td>Cary Wight</td>
<td>Sharyn Zembower</td>
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<tr>
<td>Stephanie Adams</td>
<td>Azkon Kaufman</td>
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**Simple Steps to Classroom Safety**

- Teach with a best practice classroom seating formula per university and state guidelines.
- Send classrooms technology prior to use.
- Use assigned seating to help control class sizes and follow distancing guidelines.
- Have students use their mobile devices for answering at home using the YSU App. All codes will be shared ahead of time.
- Monitor the amount of assignment completion.
- Hold office hours remotely whenever possible.
- Post your QR codes at least one day before class, and include a link to a list of active attendance categories.
- Publicize the class as a class section that adds students into their preferred attendance categories.

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**Our faculty and staff are encouraged to do the following:**

- Teach with a best practice classroom seating formula per university and state guidelines.
- Send classrooms technology prior to use.
- Use assigned seating to help control class sizes and follow distancing guidelines.
- Have students use their mobile devices for answering at home using the YSU App. All codes will be shared ahead of time.
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