

## TOP 5 BEFORE CLASSES START!




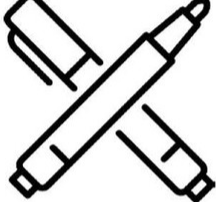

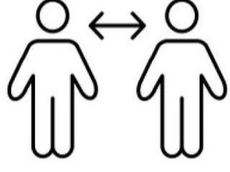

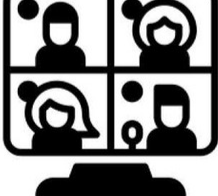

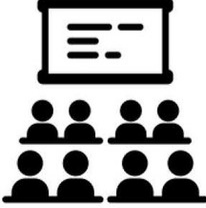
Are you ready for classes? Check the list below to make sure you are prepared:



- Contact your students!**-- email 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.
- 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.
- Prep your Blackboard\* courses**--all classes have a Blackboard shell. Set up your course shells as you intend to use them for your modalities. [ACT technology guides](#) can help. (\*or other LMS)
- 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](#) for equipment or the [ACT technology guides](#) for help.
- 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.

## SIMPLE STEPS TO CLASSROOM SAFETY

YSU faculty and staff are encouraged to do the following:

 <p>Teach with a face covering or face shield, per university and state guidelines.</p>	<p>Sanitize classroom technology prior to use.</p> 
 <p>Use assigned seating to help contact tracing if a student were to be exposed to Covid-19.</p>	<p>If you plan to use the whiteboard, bring your own markers.</p> 
 <p>Have students scan into rooms they are in for longer than 15 minutes using the YSU App. QR codes will be posted outside rooms.</p>	<p>If utilizing group activities in class, have students maintain 6-feet of social distancing.</p> 
 <p>Minimize the amount of assignments in paper form.</p>	<p>Hold office hours remotely whenever possible.</p> 
 <p>Use hand sanitizer before and after touching computers or other shared classroom items.</p>	<p>Dismiss the class in an organized manner that will allow for proper disinfecting of work spaces &amp; with minimal congestion.</p> 

## ACT Consults and Question Sessions

As you make preparations for your fall class, 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.



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 Customer Services. 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.

### Academic Continuity Team

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