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# ACADEMIC CONTINUITY AT U OF T

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The Centre for Teaching Support & Innovation (CTSI) has prepared this checklist to help you plan for your course and ensure the ongoing success of your courses using Quercus during events that may affect academic continuity such as pandemic health emergencies, natural disasters, prolonged service interruptions, and ongoing labour disputes. Consult the reverse side for a selection of educational technology tools to address various teaching and learning scenarios.

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## CONTINUITY PLANNING CHECKLIST

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### PLANNING FOR MY COURSE

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- [Create course syllabus](#) and post it on Quercus. Provide a copy to your department, and check to see if your department is using the [Course Information System \(CIS\)](#).
- View the [CTSI tip sheet on First Class Strategies](#).
- Review the [University of Toronto Assessment and Grading Practices Policy](#).
- Set up the Gradebook in Quercus
- Make students aware of course procedures and key dates.
- Let students know how you will communicate with them in the event of a disruption.
- Plan to deliver a portion of assignments and activities online through Quercus.
- As backup, have at least two pre-recorded lectures prepared.

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### ENSURING ONGOING SUCCESS OF MY COURSE

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- Organize and post course content in Quercus with [Modules and Pages](#).
- Record mini-lectures using [lecture capture software](#) and share with your students.
- Host a live online session of your class and online office hours Zoom or MS Teams Video
- Organize and facilitate [online discussions](#) to encourage student interaction.
- Set up student [Groups in Quercus](#) to provide students with a shared space where they can manage their group work and communicate with each other.
- Review [CTSI's Tips for Online Assessment](#). Consider alternatives to in-person exams.
- Distribute and accept electronic assignments using [Quercus Assignments](#).
- Provide students with feedback on assignment submissions with the [SpeedGrader](#).
- Give students access to their [grades](#) and feedback with the [Gradebook](#).
- Communicate with your students via Quercus with [Announcements](#) or [Conversations/Inbox](#) on a regular basis.

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## RESOURCES AND SUPPORT

For more information about academic continuity planning, please visit the [CTSI Academic Continuity](#) web page.

