
ACADEMIC CONTINUITY AT U OF T

The Centre for Teaching Support & Innovation (CTSI) has prepared this checklist to help you plan for courses and ensure the ongoing success of your students given the cancellation of classes in response to the Coronavirus (COVID-19) pandemic.

CONTINUITY PLANNING CHECKLIST

- Ensure your syllabus and further details regarding any amendments to course format are posted on Quercus.
- Review the [University of Toronto Assessment and Grading Practices Policy](#).
- Set up the [Gradebook](#) in Quercus.
- Announce any changes to course procedures and key dates.
- Let students know how you will [communicate with them](#) to keep them updated.
- Plan to migrate content, assignments and activities for online delivery through Quercus.
- Consider strategies to remain “present” with your students through email announcements, video recordings, discussion forums and other communication channels as appropriate.

ENSURING ONGOING SUCCESS OF MY COURSE USING QUERCUS TOOLS

Consult the [Quick Guide CTSI Continuity Planning](#) document to review educational technology tools and strategies to address various teaching and learning scenarios.

- Organize and post course content in Quercus with [Modules and Pages](#).
- Communicate with your students via Quercus with [Announcements](#) or [Conversations/Inbox](#) on a regular basis.
- Record mini-lectures inline Quercus video recording or using [lecture capture software](#) and share with your students.
- Host a live online session of your class or online office hours using [Blackboard Collaborate Ultra](#) 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 group work and communicate with each other.
- Consider alternatives to in-person exams. See [Planning for Completing Courses](#).
- Distribute and accept electronic assignments using [Quercus Assignments](#).
- Use [Gradebook](#) to provide feedback on assignments with the [SpeedGrader](#) and [Rubrics](#).
- [Hide grades](#) for final exams and final course grades.

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

