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### **CONTINUITY OF INSTRUCTION DURING CAMPUS EMERGENCIES OR PROLONGED ABSENCES**

In the event of an emergency situation that may result in the long-term suspension of all campus activities, consider the use of the online tools below for academic continuity. Keep in mind that the availability of these tools may change due to the nature of the disruption. The following suggestions and resources have been selected based on technologies currently available for instruction. This list is not definitive and instructors are encouraged to use UW resources they are confident with to effectively teach and communicate with students.

### **HOW TO PREPARE FOR AN INSTRUCTION DISRUPTION**

Publishing a well-prepared Canvas course site is the best, first step instructors can take. Here are a number of other preparations to consider:

- Communicate your continuity plan through UW Office 365 (Outlook OWA) and your Canvas course site.
- Create and share social media pathways with your students using Twitter, Facebook, or other platforms.
- Whenever possible, keep local copies of your documents as backups in case they are inaccessible during an interruption event.

While these are crucial for worst-case scenarios, instructors may wish to incorporate them for short-term issues as well, such as students' prolonged absence with illness or class schedule alterations for faculty conferences.

Other common components that would compromise a well-prepared Canvas site:

- Instructor contact
- In case of emergency information
- Syllabus  
Please visit the [Suggested Syllabi Service Statements](#) page for potential elements (inclement weather, campus and classroom policies, academic support, etc.) to include in your syllabus.
- Lectures
- Expectations of student assignment submissions and upload location(s)
- Distribution of documents and readings to students
- Audio and video materials
- Established options for providing students with grades and feedback

To learn more about Canvas please visit the [Canvas Support page](#).

## **COMMUNICATE WITH YOUR STUDENTS**

Use UW email as your main communication with students and provide updates to your course Canvas site during extended closures.

Add posts and updates to your established social media accounts.

Use some of the supported tools below to hold class or discussions, virtual office hours, or share recorded lessons.

## **I HAVE NO INTERNET. WHAT CAN I DO?**

Instructors can still record lectures and prepare content offline using Panopto or Powerpoint. Please see Supported Tools for Instructing Classes Off-Campus in Emergency Situations.

With Panopto's offline functionality, you can record audio, video, screen images, or PowerPoint slides. The system will capture the content and store the material locally on the recording computer. Once connectivity is restored, choose a destination folder for the recording, and start the upload.

Presentations made with PowerPoint's built-in recording will be stored on your computer and will need to be uploaded once your network is operational. Upload using the EDIT tab in one of your Canvas pages and select the Record/Upload Media button inside the Rich Content Editor.

## **SUPPORTED TOOLS FOR INSTRUCTING CLASSES OFF-CAMPUS IN EMERGENCY SITUATIONS**

Faculty are free to use preferred tools that function the best for them. In the event of an extended campus closure, these are the supported lecture capture and video conferencing tools.

### LECTURE CAPTURE

Records computer screen + instructor audio + optional video of instructor

[Panopto](#) – Easy recording and reviewing of videos from courses, lectures, and presentations. Integrated with Canvas. Available immediately for student review.

[Powerpoint Slide Show Recording](#) – Record your presentation directly within Powerpoint and upload file into Canvas (primarily for students to submit to faculty)

### VIDEO CONFERENCING

Live, face-to-face discussions + shared screens + instructor/student audio

[Canvas Conferences](#) – Virtual office hours, meetings, student groups and lectures. Integrated with Canvas.

[UW Skype for Business](#) – Conferencing with UW and off-campus users, distance learning, and instant messaging.

[Zoom \(basic\)](#) – Simple online meetings, group messaging, distance learning, and conferencing.

Commonly used for virtual office hours.

To help determine which tool may be best for you, please see the comparison chart below.

	Panopto	Canvas Conferenc es	Skype for Business	Zoom (basic)	Powerpoint
Live 2-Way Conferencing		X	X	X	
Screen Share		X	X	X	
Chat		X	X	X	
Recording/Lecture Capture	X	X	X	X	X
Offline Recording (upload once connectivity restored)	X				X
Storage/Recording Delivery	Auto Delivery to Canvas Course	Auto Delivery to Canvas Course	Computer Hard Drive/Manual Upload	Computer Hard Drive/Manual Upload	Computer Hard Drive/Manual Upload
Download Software for Initial Use/Recording	X		X	X	Included
Mobile App Available Google Play Store Apple App Store	X	Use Browser	X	X	X
Session Time Limit	Unlimited	Unlimited	Unlimited	40 Minutes	Unlimited
Cross Platform (PC/MAC)	X	X	PC Preferred	X	X
Discussion Notes	X				
Webcast	X				

### Panopto

- Integrated with Canvas

- Lecture capturing (recording of audio, webcam, screen activity/instructional presentation)
- Available automatically for student viewing in Canvas
- Mobile app available
- Discussion/Notes
- Webcast (mobile live-viewing not interactive, instructor to students only)

Panopto provides an all-in-one interface to record live presentations and includes screen capture, audio and (optional) video of instructor. Panopto works for both Mac and PC and can be used from your office, home, classroom or laptop. It is also easily accessed by your students via the Panopto Recordings tab in your Canvas course. [Learn How to Get Started & More.](#)

### **Powerpoint Recording**

- Lecture recording with computer microphone and slideshow
- Convenient if already using Powerpoint
- Basic, mobile app available
- Manual uploading for sharing to social media or course Canvas

Powerpoint slide show recordings are often used by students to deliver presentations to faculty. Many courses utilize Powerpoint so most students already have it within their software. Once recorded, users will have to manually upload and share. Instructors need designate to students where they should upload their assignment to.

### **Canvas Conferences**

- Integrated with Canvas
- Live video conference
- Screen share (instructor or conference mediator)
- Chat
- Recording available only 14 days, then automatically deleted
- **NOT AVAILABLE FOR MOBILE DEVICES. Must use browser for Canvas Conferences**

Canvas Conferences is a tool built-in to Canvas and enables faculty to screen share, chat, and video conference with all students in that course. Canvas Conferences can also record your class session if the “Enable recording for this conference: option is checked in the +Conference settings. Faculty should use this if they are already using it to communicate with students and have a well-equipped canvas page. [How do I create a conference in a course?](#)

### **Skype for Business**

- Video Conferencing

- Screen Sharing
- Chat
- Mobile
- Recording – Instructor manually uploads to Canvas or sharing platform (Youtube, Vimeo, etc.)
- Works best on PCs

Skype for Business allows instructors to video conference and chat with students on desktops, laptops, and mobile devices. Skype for Business also allows you to record and share your sessions for students to watch later.

For a full overview of Skype for Business please visit [UW Skype for Business](#).

### **Zoom**

- Live Video Conferencing
- Screenshot
- Host up to 100 participants
- Chat
- Mobile
- Recording - Instructor manually uploads to Canvas or sharing platform (Youtube, Vimeo, etc.)

Zoom is a video conferencing tool that allows instructors and their students to video conference with each other as well as share screens and chat. The basic Zoom license allows instructors to create class meetings that students can easily join by computer or smartphone. The basic account does limit class meetings to 40 minutes and doesn't allow for recordings.

Learn more about Zoom at [UW Zoom FAQ](#)

### **GET MORE HELP**

For more information on how to deal with and prepare for campus emergencies, please visit the [UW Tacoma Alert page](#).

[Contact Academic Innovation](#) for more Canvas support and to discover other optional tools for learning.

For live chat support, visit [Information Technology](#)

If you have further questions regarding how to access and use technology please contact Information Technology at [tachelp@uw.edu](mailto:tachelp@uw.edu) or 253-692-4357.

Other UW Seattle resources if UW Tacoma is offline.

[help@uw.edu](mailto:help@uw.edu)

(206) 221-5000

[IT Connect](#)

[UW Seattle Canvas Support](#)

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