USF Faculty Online Readiness Checklist

USF Toolkit for Instructional Continuity Resources available at: usf.edu/academic-continuity

Technology Readiness
☐ I have the necessary technology needed to continue work remotely.
  ☐ Laptop/desktop
  ☐ Reliable Internet access
  ☐ Headphones/microphones
  ☐ Webcam
  ☐ Mobile connectivity (consider apps for all USF tools)

Skills Needed for Canvas and Access to other USF Systems
☐ I know my Net ID and password.
☐ I know how to access Canvas and my course sites at usflearn.instructure.com.
☐ I know Canvas basic skills and am aware of available training resources.
☐ I have familiarized myself with the Canvas Inbox to communicate with my students.
☐ I know how to access Blackboard Collaborate Ultra to conduct synchronous conferencing tool within Canvas.
☐ I know how to use Blackboard Collaborate Ultra for virtual office hours with my students.
☐ I am familiar with the Canvas student discussion forums and how to create them.
☐ I have used Canvas Chat and am comfortable to use it for my course.
☐ I know about the Groups feature in Canvas and can utilize it for my course.
☐ Besides Canvas, what other resources do I need access to?
  ☐ Library
  ☐ Box
  ☐ Teams
  ☐ Gems

Instructional Awareness in Canvas
☐ I have posted my syllabus successfully within Canvas.
☐ I know how to post an announcement to my students.
☐ I have posted a detailed communication plan to my students about this transition.
☐ I am familiar with modules and can create one for my course.
Instead of recreating new content, I am aware of open education resources that I can use.

For the short term, I have thought of content delivery strategies for my course.

I know how to post files and presentations to my students.

I am comfortable creating a graded assignment within Canvas.

I know how to view the Canvas gradebook and make adjustments.

I know about USF SDS Accessibility guide and the USF Policy on accessibility.
  □ I am aware of all the SDS student accommodations for my course.
  □ During this transition, if necessary, I have a new plan of action for students who have documented accommodation requests.
  □ I have cleared this new plan of action with SDS representatives.

Should a handful of students not be able to attend class, I can provide an alternative set of options for them to continue learning remotely.

If I have questions about altering my syllabus, I know who to reach within my department.

I know where to go for additional instructional and technical assistance.

Other Considerations

□ I am aware of student resources such as counseling, IT support and can direct students accordingly.

□ I know where to get the latest USF updates regarding this evolving situation.

□ If I am unable to conduct class, I know to inform my department chair/dean/supervisor.

If Canvas becomes inaccessible...

□ Do you have access to all your content files outside of Canvas?

□ Do you have a hard copy roster of your course along with student contact information (including phone, email)?

□ Have you shared an alternate (non-Canvas based) communication plan with your students? (email is one alternative)

□ Have you thought about an alternate (non-Canvas based) assessment plan?

□ Have you periodically downloaded a copy of your Canvas course gradebook?

ACADEMIC CONTINUITY RESOURCES
usf.edu/academic-continuity