

Ensuring Learning Continuity in an Emergency



Preparation	
❖ Obtain contact information for students, TA(s), and co-instructors	<ul style="list-style-type: none"> Obtain student roster(s) from myLSU Obtain alternate contact information (non-LSU e-mail addresses)
❖ Become familiar with options for technology support	<ul style="list-style-type: none"> Technology Support Professionals [GROK # 6930] ITS Helpdesk [GROK # 11294] Faculty Technology Center [GROK # 11632] (Set up a meeting with someone from the FTC staff in advance for more detailed information on tools mentioned in this guide).
❖ Backup your instructional materials	<ul style="list-style-type: none"> Tigerbytes II [GROK # 6710] FilesTo Geaux [GROK #165] [GROK # 7007] Upload files to Moodle [GROK # 16032] Portable device (Jump drive, external hard drive, CD, DVD)
❖ Save quick reference guides and tip sheets	<ul style="list-style-type: none"> Moodle Quick Reference Guide [GROK # 10157]
❖ Provide grading policy, make-ups and absences	<ul style="list-style-type: none"> You may need to provide an alternate policy for grading in your syllabus, and also let your students know ahead of time what your policy is for make-ups and absences in case of an unforeseen situation.
Communication and Content Delivery	
❖ Communication methods	<ul style="list-style-type: none"> Use Moodle Quickmail to contact the entire class [GROK # 16324] Email: Setup rules and forwarding [GROK # 7074] Use Moodle news forum for announcements [GROK # 16599] Use personal blog or Facebook for announcements
❖ Static or text-only	<ul style="list-style-type: none"> Post revised syllabus, lectures files, and reading materials on Moodle [GROK # 16032] Provide to students by attaching file(s) to an e-mail
❖ Multimedia tools	<ul style="list-style-type: none"> Audio/Video recording tools (Digital camera, camcorder, iPhone/ iPod) Use Microsoft Producer to add audio over PowerPoint slides Use PowerPoint to add narration to slides Use Audacity to record audio only lectures
❖ Asynchronous tools	<ul style="list-style-type: none"> Moodle forum tool [GROK # 16410]
❖ Synchronous tools	<ul style="list-style-type: none"> Moodle chat feature Instant Message application (Yahoo, AIM, MSN,) Web conferencing tools (Adobe Connect, Moodle Big Blue Button, DimDim, Vyew)
Collaboration and Assessment	
❖ Collaboration among students	<ul style="list-style-type: none"> Moodle forum tool [GROK # 16410] Moodle Wiki PB Wiki [http://pbworks.com] Instant Message application (Yahoo, AOL, MSN)
❖ Assessment of students	<ul style="list-style-type: none"> Moodle assignment tools [GROK # 16034] Moodle Quiz tool [GROK # 16422] Moodle forum tool [GROK # 16410] Web conferencing tools (Adobe Connect, Moodle Big Blue Button, DimDim, Vyew)

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Useful Resources	
❖ LSU Resources	<ul style="list-style-type: none"> • ITS Help Desk: (225)578-3375 or helpdesk@lsu.edu • LSU Software Download: http://tigerware.lsu.edu/ • GROK Knowledge Base: http://grok.lsu.edu/ • LSU Outlook e-mail: http://mail.lsu.edu
❖ Non- LSU E-mail	<ul style="list-style-type: none"> • Google Mail: http://mail.google.com • Yahoo Mail: http://mail.yahoo.com/ • Hotmail: http://hotmail.com
❖ Social Network and Web 2.0 Tools	<ul style="list-style-type: none"> • Facebook: http://www.facebook.com • Ning: http://www.ning.com • Twitter: http://twitter.com • PB Works: http://pbworks.com • Blogspot: http://blogger.com • WordPress: http://wordpress.com
❖ Instant Message Tools	<ul style="list-style-type: none"> • MSN: http://download.live.com/messenger • Yahoo: http://messenger.yahoo.com/download • Google Talk: http://www.google.com/talk • AIM: http://dashboard.aim.com/aim • Skype: http://www.skype.com
❖ Web Conferencing Tools	<ul style="list-style-type: none"> • Adobe Connect: http://lsu.edu/connect • DimDim: www.dimdim.com • Vyew: http://www.vyew.com • Moodle- Big Blue Button [GROK # 16411]
❖ Streaming Video Host	<ul style="list-style-type: none"> • YouTube: http://www.youtube.com/ • Google Video: http://video.google.com/
❖ On-line Office Application	<ul style="list-style-type: none"> • Google Docs: http://docs.google.com
❖ Tutorials and Quick Reference Guides	<ul style="list-style-type: none"> • Microsoft Producer : http://www.123ppt.com/newsletter/edition-003/presentation-tutorial.asp • Audacity: http://www.guidesandtutorials.com/audacity-tutorial.html • Free Quick Reference Guides: http://www.customguide.com/quick_references.htm • Microsoft Office Training: http://office.microsoft.com/en-us/training/FX100565001033.aspx