



Campus Closure Contingency Options

Campus Closure ≠ Halted Learning

Default Contingencies

- Effective December 2021, the default operating status for when the Johns Hopkins Bloomberg School of Public Health (JHSPH) campus is closed is that onsite courses will be moved to virtual instruction at their regularly (same) scheduled time. It is the faculty team's responsibility to manage the virtual session, including its set up and sharing its link.
- Virtual class sessions and fully online courses should continue as originally scheduled (synchronous including any LiveTalks and asynchronous), despite campus closures.
- If faculty cannot accommodate the default operating status (for instance, family-care responsibilities that
 arise on those same days), it is the faculty's discretion as to whether and how to modify these defaults for
 their class sessions.

Syllabus

• Whether you intend to follow the default contingency plans or modify them, communicate your course's campus closure plans in your Syllabus' Course Overview, including what you expect of students and where they will find a link to join any virtual session moved from an onsite course. Will it be shared via a class email, the syllabus, or the course content/schedule page?

<u>Announce</u>ments

- Even though it should already be stated in the syllabus, announce any contingency plans as soon as
 possible when learning of campus closure. Use the CoursePlus Class Email tool to send the message to the
 entire class; opt to also display it as an announcement on the course home page.
- In your communication, state what a student should do if they can't participate in a synchronous session: Email the faculty team? Watch a recording? Understand that students, like faculty, may encounter challenges in pivoting instruction format and/or schedule changes. Faculty should be flexible in their expectations and allowances for individuals' attendance. If attendance typically is counted toward a "participation" or other grade, consider how the grade can be earned if a student isn't able to attend synchronously.

Virtual Instruction

- For onsite sessions that pivot to online, virtual instruction during campus closure, you are encouraged to:
 - Set up a Zoom session. (See https://jh.zoom.us/ and https://jhubluejays.zoom.us/)
 - Share the join link with students (in the method stated in the syllabus.)
 - Record the session.
 - Share the session's recording and transcript with students through the course site.





Recorded Lectures

 Existing or newly recorded lectures can be uploaded or linked to a class session or a Page Builder page inside CoursePlus site. They can also be added as links in the Online Library.

• Existing recorded lectures:

Panopto recordings are the recommended option for fully on-campus course sessions. If there is a Panopto recording from another course offering that you want to use in lieu of a synchronous, virtual session, you can share its link to your current course. When sharing, be mindful of students' personally identifiable information; for instance, you may want to share an edited copy of the lecture where the students' open discussion is not included.

Fully-produced, accessible recorded lectures from an online course can be imported to an onsite section. Lecture materials boxes can be imported and linked to class sessions. Entire lecture pages can be imported and linked to the Schedule Builder. As faculty, you can do this for any class you teach inside CoursePlus.

New lecture recordings:

Zoom, PowerPoint, VoiceThread, and **Panopto** are some of the digital tools that will allow you to create a new lecture recording at your own convenience. These new recordings (and their transcripts!) can be stored in cloud storage – including OneDrive, Microsoft Stream, and the Zoom cloud – if they're too large to upload to the Online Library.

Digital Repositories

When an onsite class moves to virtual instruction, resources and activities can still be shared.

- The Online Library is the CoursePlus tool for faculty to distribute files to students.
- Drop Box is the CoursePlus tool for students to submit files to faculty.
- OneDrive is the cloud service through the myJH portal that allows students to *collaborate on a project*. Other cloud services (e.g., Google Drive) also work well.