

## Academic Continuity Planning Checklist

Course title and section

Instructor – Spring 2020

Item	Fulfilled By
1. Online Presence	Primary: Backup:
2. Establish a mode of communication	Primary: Backup:
3. Publish syllabus	Primary: Backup: 3A. Week-by-week topical outline: attached to syllabus 3B. Required textbook:
4. Class roll	Primary: Backup:
5. Course material distribution	Primary: Backup:
6. Collecting assignments	Primary: Backup:
7. Class discussions	Primary: Backup:
8. Virtual class and office hours	Primary (Class): Backup (Class): Primary (Office Hours): Backup (Office Hours):
9. Assessment	Primary: Backup:
10. Grades and feedback	Primary: Backup:
11. Lecture capture recordings	Primary:
12. Group collaboration	Primary: Backup:
13. Accessibility & Accommodation	
14. Labs	
15. Other	PDFs of old lecture slides are stored on Clemson Box and can be shared with a backup instructor via Clemson SSO. Full instructor resources (slides, test bank, etc) are available from the publisher for the textbook.

Backup Instructors:

- 1)
- 2)

Does your first backup have access to all your materials and grades?

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Is there anything you need for you to be able to do your job remotely?

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