## Academic Continuity Planning Checklist

### Course title and section
- Instructor – Spring 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Fulfilled By</th>
</tr>
</thead>
</table>
| 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?
- 

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