This guide is designed to help walk you through what you need to consider when transferring a face-to-face course online in case of an emergency. All of the links on this guide will open the document or webpage in a new window. Exit out of the window or select this tab in your browser to return to the guide.

- Assess Student Needs and Capabilities
- Organize your Sakai Site and Add Course Materials
- Share Course Materials Online
- Determine a Lecture Format
- Choose Methods for Course Activities
- Create Online Assessments
- Build your Gradebook
- Communicate with Students
We recommend gathering information about your students to determine the best solution in case of an emergency. Additionally, you can identify students who may need assignment extensions or accommodations due to a lack of technology/Internet access. Ask your students the following questions:

1. What device(s) do you have access to at home? (ex: desktop, laptop, tablet, or smartphone)

2. Do you have Internet access at home? If so, is this a Wi-Fi connection or cellular data?

Explore solutions for students who need accommodations. For example, if a student needs extended time on an exam, you can do this in the Tests & Quizzes tool in Sakai.

_How do I give specific students different time or date settings for an assessment?_
Organize your Sakai Site and Add Course Materials

Access your Sakai Course

The first step is to access your course in Sakai. Sakai is Loyola Chicago’s learning management system (LMS). All learning materials, activities, assignments, tests, quizzes, etc. need to be in Sakai for students to access.

Log in using your Loyola username and password at sakai.luc.edu. Your site(s) will be listed at the top of the page or within the Sites menu.

Visit How do I navigate within a site? for more information.

Organizing your Sakai site

Set up a structure for your site using Sakai tools. Visit How do I choose which tools will be available in my course? for more information.

You can use the Sakai Lessons tools or the Resources tool to share materials and course requirements with students. When sharing course materials be sure to adhere to the Accessibility Guidelines. For in-depth instruction, review the Make your Online Course Accessible training.
If campus were closed, students can use Sakai tools to participate in course activities. Scroll down for more information.

Attempt to access digital versions of any physical course materials you share in class. For example, if you have a print version of an article that you share in class, obtain a digital version of the article. Your Subject Specialist from the University Libraries may be able to assist you.

Upload digital versions of course materials to your Sakai course site. You can upload materials to the Resources tool in Sakai or they can be added to a Lessons tool in Sakai. The Just in Time Online faculty training can help you determine which option is best for you and guide you through using whichever tool you select.
Options for Lectures

Create a plan for how you would share lectures if Loyola’s campuses were closed. Lectures can be held at your scheduled class time (synchronously) using Zoom or you could record your lectures for your students to watch on their own time (asynchronously) using Panopto.

The Just in Time Online faculty training can help you determine which option is best for you and guide you through using whichever tool you select.

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**Zoom**

You and your students can meet in real-time using a laptop, tablet, or mobile device. Additionally, each Zoom meeting room has a call-in number if you or your students do not have access to a microphone. Zoom includes 24/7 support. For more information and to get started visit [luc.zoom.us](http://luc.zoom.us).

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**Panopto**

Panopto is a lecture capture software and video repository that allows you to record and share your lectures with students. Students can watch your lectures on their own schedule from a laptop, desktop, or mobile device. For more information and to get started visit [What is Panopto?](https://www.panopto.com).

We recommend adding closed-captions to all recorded lectures. Visit [How do I caption a Panopto session?](https://www.panopto.com) for more information.
If campus were closed, how would students participate in course activities (discussions, presentations, etc.)? The Just in Time Online faculty training can help you determine how to complete course activities and assignments online. If you are unable to find a solution in this training, contact the Office of Online Learning.

Create a plan for how students would complete course activities online. For example, if students are supposed to participate in a discussion, how could they do this online? You can host asynchronous discussions using the Forums tool in Sakai.

Create a plan for how students would submit assignments online. You could ask students to submit assignments via email or you could create an assignment in the Assignments tool in Sakai.

The following menu includes suggestions for putting course activities and assignments online. For detailed instructions visit the Just in Time Online faculty training.

### Discussions

Host your discussions in real-time during a Zoom session or allow students to participate in discussions asynchronously using the Sakai Forums tool.

### Student Presentations
Have students present in real-time during a **Zoom session** or ask students to record their presentation and share it with the class using **Panopto**.

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**Group Work**

Use the Site Info tool in Sakai to **break students into groups** and have them submit **group assignments**.

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**Assignment Submissions**

Use the **Assignments tool** to create a space for student submissions. This tool can also be used to provide feedback and grade assignments.
If campus were closed, how would students complete assessments? Scroll down for more information.

Determine how students can complete assessments online. The Tests & Quizzes tool in Sakai has several question types and ways to restrict assessment access. Additionally, you can use the Assignments tool in Sakai if students are submitting an essay or research paper for their assessment.

Review the Academic Integrity Toolbox for ways to deter academic dishonesty in online assessments.

For essay exams, the Assignments tool can also be used; TurnItIn can be added to check for academic integrity. For tests made in the Tests + Quizzes tool, we recommend the following settings for academic integrity:

- Randomize questions, answers, and/or variables (except in “all of the above” questions)
- Use question pools
- Display one question per page
- Delay feedback until the quiz or test availability window is closed
- Set time limits
We recommend using the Sakai Gradebook tool to share grades with your students. Grades can be automatically imported into the Sakai gradebook through the Assignments, Test & Quizzes, and Forums tools or grades can be entered manually. For more information please visit, What is Gradebook?
If Loyola’s campuses close, how will you contact your students? How would you like your students to contact you?

Choose a method of communication. You can contact your students via your Outlook email account, the email tool in Sakai, or the messages tool in Sakai.

Determine how you would like students to contact you in case of an emergency. They can contact you via your Outlook email account, the email tool in Sakai, or the messages tool in Sakai.

The following list covers what information students will need so that they know what to expect in case of an emergency:

1. How you will contact them in case of an emergency and how they can contact you.
2. The tools they will need to access (ex: Sakai, Zoom, Panopto, etc.) and where they can go for support using these tools.
3. Your expectations of them and how they will complete course requirements. For example, will they need to meet on Zoom at the scheduled class time?
4. Where they can access course materials (ex: Sakai Lessons tool or Sakai Resources tool).
Here you will find additional resources for transferring your face-to-face course online in case of an emergency.

- **Just in Time Online Faculty Training** created by ITS, the Office of Online Learning, and the Faculty Center for Ignatian Pedagogy.

- **Academic Continuity Resources** created by Instructional Technology & Research Support team.

## Support

The following groups can provide additional support as you move your course online:

- **The Office of Online Learning** (online@luc.edu): Questions regarding general online teaching, learning, and instructional design assistance.

- **Instructional Technology & Research Support** (sakai@luc.edu): Questions regarding Sakai, Panopto, and Zoom support and training.

- **Student Accessibility Center** (sac@luc.edu): Questions regarding accessibility concerns and student accommodations.

- **University Libraries** (libraries.luc.edu/help): Questions regarding creating and accessing digital versions of course materials (articles, videos, etc.).