ISU will be delivering course content online for March 23-April 3, 2020 (for official information, see the ISU COVID-19 Updates and resources site, http://bit.ly/2TVRbt4). The CELT Course Continuity in Response to COVID-19 page will provide instructors with some actions to take when making that shift quickly.

To make the course run smoothly during times of emergency, focus on the most critical elements you need to put in place to meet your short-term instructional objectives. Most importantly, instructors must continue to communicate with students, either individually or collectively, regularly. This communication can be via Canvas, conference calls, or other means.

Remember, this is a time of disruption and stress for us as instructors (and our students). Communicate your plans - and do not change your course expectations drastically. How can your current plans be modified with as little cognitive overload as possible?

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To determine your first (or next) step, (http://bit.ly/course-continuity). The first steps are available below:

**Step 1:** Ensure Each Course is in Canvas: Canvas is the most effective way to communicate, collect assignments, and deliver content to your students. To see if you already have a course, log in to Canvas (https://canvas.iastate.edu/). If any of your classes do not have a Canvas course, create one now using this checklist guide (http://bit.ly/canvas-start).

**Step 2:** Prioritize and Communicate: Keep your students informed. Even if you don't yet have a plan in place, share that you will have information shortly, along with your communication expectations (email or Canvas), and how to turn on Canvas Notifications. Review your course schedule to determine priorities. Identify your key objectives and how best to achieve them during this time. Rely on tools and workflows that are familiar to you and your students and roll out new tools only when necessary. To make your plan, use the Prioritize and Communicate page (http://bit.ly/course-priority).

**Step 3:** Determine Delivery Methods: Whether you have previously taught online or not, CELT’s curated list of online delivery methods page (http://bit.ly/cc-methods) will help you move forward.

**Questions?** Get the support you need and know where to go for Help at ISU page (http://bit.ly/isu-support).

Sara Marcketti, Director  
Center for Excellence in Learning and Teaching
Know where to go at ISU

CELT staff will host open labs virtually using the WebEx conferencing tool (http://bit.ly/2IioJpu) on the following days/times: Monday-Friday from 8-10 a.m. and 3-5 p.m.

Finally, you can contact one of our local support units. Please note which program, department, or college each unit serves and contact the unit for your area (http://bit.ly/isu-support).

24/7 Canvas Support

All 24/7 support options may be found by clicking the ? Help icon (found on the left-hand navigation bar in Canvas) to access the support available to you:

- **24/7 phone support.** Call 515-294-4000 then press 2, press 1.
- **Live chat with Canvas.** Start a chat (https://cases.canvaslms.com/liveagentchat).
- **Find answers** to common questions in the Canvas Instructor Guides (http://bit.ly/38M9BC2).
- **Use the resources** in the MyCanvas Teacher at ISU site (http://bit.ly/mycanvasteacher).