# **Winter Intersession Preparation Checklist**

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| Item | Check |
| Syllabus with inclement weather statement |  |
| Enable Blackboard for Winter Intersession class |  |
| Prepare content in ready to post stage: | |
| If using PowerPoint, add text in notes section |  |
| If using articles, get PDF version |  |
| If using websites, gather links and have on hand |  |
| Plan for alternative ways to assess students instead of proctored tests |  |
| Practice: record audio in PowerPoint |  |
| Practice: Record short video |  |
| When Inclement Weather Occurs: | |
| Read email from the Provost Office |  |
| Decide on a class makeup plan |  |
| Email students with detailed instructions |  |