

## Academic Continuity: Face-to-Face to Remote Teaching Activity Map

**Synchronous:** Instructors and students meet and interact in real time, typically via a videoconferencing tool. Interactions occur simultaneously between instructor-student and student-student.

**Asynchronous:** Instructors post pre-created, pre-recorded course materials and assignments on Blackboard. Students access the materials on their own time and complete activities and assignments prior to a due date, typically over a longer period of time.

Consider [Accessibility Basics](#): color contrast, font size, descriptive text, bulleted and numbered lists, alternative text for images, and built-in styles

Activity	Synchronous Format	Asynchronous Format
Classroom Setup	Same as Asynchronous	<p><i>Tools: Blackboard</i></p> <ul style="list-style-type: none"> <li>• Create a content folder for each class or week you meet with students</li> <li>• Upload course materials and assignments relating to each class/week in the same folder</li> </ul>
Communication	<p><i>Tools: Blackboard Announcements, UM Email; Zoom</i></p> <ul style="list-style-type: none"> <li>• Post class announcements on Blackboard and have it send to student email</li> <li>• Send email through your UM account</li> <li>• Use Zoom for office hours or weekly check-in</li> </ul>	<p><i>Tools: Blackboard Announcements, UM Email</i></p> <ul style="list-style-type: none"> <li>• Post class announcements on Blackboard and have it send to student email</li> <li>• Send email through your UM account</li> </ul>
Lectures	<p><i>Tools: Zoom</i></p> <p>Live presentation on Zoom using "Share Screen"</p> <p>Pause periodically for engagement activities</p> <p>You may record session to local computer</p>	<p><i>Tools: PowerPoint, Zoom, Blackboard</i></p> <p><b>Images &amp; Written Text:</b> Type what you typically say about each slide in the Notes area &amp; upload to Blackboard</p> <p><b>Pre-recorded Video:</b> Divide slides into small chunks, use PowerPoint to record narration or use Zoom to record your screen; save as video; upload to YouTube &amp; post link to video on Blackboard</p> <p><b>DO NOT upload videos directly to Blackboard!</b></p> <p><a href="#">Best Practices for Adapting PowerPoint Lectures to Online Format</a></p>
Class Discussion	<p><i>Tools: Zoom</i></p> <p>Facilitate student discussion on Zoom</p>	<p><i>Tools: Blackboard Discussion Board</i></p> <p>Create Blackboard discussion board &amp; set as graded discussion</p> <p>Allow extended time frame – until next lesson begins – for student interaction</p> <p><a href="#">Facilitate online discussion</a></p>

Activity	Synchronous Format	Asynchronous Format
Peer Review	<p><i>Tools: Zoom, Google Docs</i></p> <p>Students exchange documents and review each other's work during Zoom meeting</p> <p>Create breakout rooms or encourage use of Chat feature</p>	<p><i>Tools: Blackboard Discussion Board</i></p> <p>Extend time frame to allow for students collaboration</p> <p>Blackboard discussion board, Peer Review, and Google Docs can be used.</p>
Group Work & Group Projects	<p><i>Tools: Zoom, Google Docs, Blackboard Assignment</i></p> <ul style="list-style-type: none"> <li>• Use Zoom Breakout Rooms feature to divide students into groups during class meeting</li> <li>• Students may collaborate on Google Docs</li> <li>• Create a Blackboard assignment for student submissions</li> <li>• <b>For project over an extended period:</b> Create a Zoom meeting for each group of students &amp; share links with them – this will be their virtual meeting space</li> <li>• Include peer evaluation within groups for student accountability</li> </ul>	<p><i>Tools: Google Docs, Blackboard Assignment</i></p> <ul style="list-style-type: none"> <li>• Create a Blackboard discussion board for each group &amp; extend time frame to allow for student interaction</li> <li>• Label group names on the discussion boards</li> <li>• Alternatively, students may sign up for Zoom free account or use a messaging app of their choice</li> <li>• Students may collaborate on Google Docs</li> <li>• Include peer evaluation within groups for student accountability</li> </ul>
Student Presentations	<p><i>Tools: Zoom</i></p> <p>Students present live using the "Share Screen" feature on Zoom</p>	<p><i>Tools: Blackboard Discussion Board, Zoom, PowerPoint</i></p> <p>Students record narrated PowerPoint presentations or record a video of themselves presenting, save file as movie to YouTube or Google Drive &amp; share the link in Blackboard discussion board</p>
Writing Assignments	<p><i>Tools: Blackboard Assignment, Zoom</i></p> <p>Create a Blackboard assignment to collect submissions &amp; give detailed instructions on Zoom</p>	<p><i>Tools: Blackboard Assignment</i></p> <p>Create a Blackboard assignment to collect submissions &amp; type out detailed instructions on how to complete the assignment</p>
Homework & Quizzes (Non-proctored)	Same as Asynchronous	<p><i>Tools: Blackboard Test</i></p> <ul style="list-style-type: none"> <li>• Create a Test on Blackboard; tests can be timed</li> <li>• Use File Response question type to collect photos of handwritten responses</li> </ul>
Proctored Tests & Exams	<p><i>Tools: Blackboard Test, Zoom</i></p> <p><b>Smaller classes:</b> Create a Blackboard Test &amp; have students share their screen while taking the test</p> <p><b>Other classes:</b> See Asynchronous format</p>	<p><i>Tools: Blackboard Test</i></p> <p>Create a password-protected, timed test on Blackboard, use ProctorU for proctoring services</p> <p><b>Exam Alternatives:</b> Turn test or exam into scaffolded assignments or a take-home project</p> <p><a href="#">Assessment Options and Opportunities</a></p>
Grading	<p><i>Tools: Blackboard Grade Center</i></p> <p><b>Synchronous discussion:</b> Create a grade column and enter grades on Blackboard</p> <p><b>Assignments and Tests:</b> Use the "Needs Grading" in Blackboard Grade Center to find and grade student submissions</p>	<p><i>Tools: Blackboard Grade Center</i></p> <p><b>Asynchronous discussion:</b> Visit the discussion board and select "Grade" option</p> <p><b>Assignments and Tests:</b> Use the "Needs Grading" in Blackboard Grade Center to find and grade student submissions</p>

