# **Administrative Closing Preparation Checklist**

|  |  |
| --- | --- |
| Item | Check |
| Syllabus with administrative closing statement |  |
| Enable Blackboard for course in question |  |
| Prepare Content for Class Makeup:  |
| If using PowerPoint, add text in notes section. Record narration as needed |  |
| If using articles, get PDF version |  |
| If using websites, gather links and have on hand |  |
| Decide on a class makeup plan and alternative activities or assessments |  |
| Record short video as needed |  |
| Post content, activities, and instructions on Blackboard |  |
| When Administrative Closing is Announced: |
| Read email from the Provost Office |  |
| Inform students of class makeup plan |  |
| Send reminder email to students with detailed instructions |  |