



Long Beach City College (LBCC) encourages faculty to plan instructional activities to ensure continuity of education in situations that may require temporarily moving classroom instruction online. With the current global & local climate, we at LBCC want to be proactive in supporting our face-to-face faculty with the resources and training they may need in case an instructional contingency plan needs to be implemented.

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**RECOMMENDATIONS FOR FACULTY:** Teaching during an unexpected disruption to face-to-face classes requires  
**FLEXIBILITY, CREATIVITY, AND PREPARATION**

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## GET STARTED

### STEP 1: COMMUNICATE & COLLABORATE

- ✓ Communicate and collaborate with your Division Dean(s), Department Head, & Faculty.
- ✓ Develop a faculty support system within your department.
- ✓ Identify pedagogical strategies and goals related to your subject matter.
- ✓ Share the support services & resources available to help you & students (OLET, Help Desk, etc.)
- ✓ **Communication Plan** – Share your expectations and tell students how to reach you. Be specific about times you are available, your response time, and encourage students to stay engaged.
- ✓ Be empathetic and understand that students who signed up for face-to-face classes will be impacted.

### STEP 2: CREATE A PLAN

- ✓ **Be Flexible** – Flexibility is key when moving your course online quickly. Focus on your course goals/objectives and your student learning outcomes (SLOs).
- ✓ **Review Syllabus** – Review your syllabus as you create a plan to include details of how the course will change (including changes to assignments, due dates, goals, or class schedules).
- ✓ **Choose Method of Instruction** – When moving your class(es) online, you have two options for delivery of instruction:
  - **Asynchronous** – Instructors pre-record and share lectures, presentations, and/or readings for students to access at their chosen time.
  - **Synchronous** – Instructors and students gather and interact in “real-time” virtual environments.
- ✓ Prepare any lessons, notes, or course materials that can be shared with students in Canvas.

## GET TECHNOLOGY READY

### STEP 1: ACCESS & ACCOUNTS

- ✓ **Access** – Log into Viking Portal where you will access Canvas LMS, Office 365, and more.
- ✓ **Account** – If needed, create a [ConferZoom](#) account using your LBCC.edu email.
- ✓ **Apps** – Inform students of mobile app for Canvas.

### STEP 2: WORKSHOPS, RESOURCES, & HELP GUIDES

- ✓ If needed, attend OLET workshops (Canvas, ConferZoom, Videos) and/or online self-paced training courses on Canvas and online teaching.
- ✓ Use OLET resource and step-by-step help guides on Canvas and LBCC technologies.

## BUILD YOUR COURSE IN CANVAS

### STEP 1: MAKE A WELCOMING HOME PAGE IN CANVAS

- ✓ Add your contact information and communication plan.
- ✓ Upload your syllabus and any course material(s).

### STEP 2: CANVAS FEATURES & TOOLS

- ✓ Announcements, Assignments, and/or Gradebook.
- ✓ Chat, Discussion forums, Collaboration, and/or ConferZoom.

### STEP 3: COMMUNICATE & ENGAGE WITH YOUR STUDENTS OFTEN

- ✓ The key to online instruction is regular and effective communication and engagement.



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## LBCC Resources for FACULTY

- ✓ [Teach Online Seminar TOS 3.0](#)  
(Self-paced Online Teaching Course for faculty)
- ✓ [Growing with Canvas](#) (Self-paced Canvas Training Course)
- ✓ [Canvas Step-by-Step Guides](#) (How to build your course)
- ✓ [Canvas Help Guides & Video Tutorials](#)
- ✓ [ConferZoom Information Site](#)

## LBCC Resources for STUDENTS

- ✓ [Quest for Online Student Success](#)  
(Self-paced Online Learning Course for students)
- ✓ [Online Learning & Canvas LMS Support](#)
- ✓ [LBCC Technology step-by-step guides](#)
- ✓ [Student Technology Help Desk](#)
- ✓ [Learning & Academic Resources \(LAR\)](#)
- ✓ [Online Counseling](#)