## Campus Closure Preparedness Overview

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Lone Star College (LSC) must be prepared to cope with possible campus closures in the event of natural disasters, communicable disease outbreaks, or other emergencies.

## Information for Faculty

If you want to prepare for a possible move to online teaching, please review the steps below:

- Complete the Online Teaching Certification (https://vtac.lonestar.edu/help/a106) to familiarize yourself with D2L and LSC resources
- 2. Familiarize yourself with the available Instructional Technologies for Course Contingency (https://vtac.lonestar.edu/help/a155)
- 3. Review the steps for Moving Your Face-to-Face Course Online (https://vtac.lonestar.edu/help/a153)
- Refer to the Online Faculty Handbook and Recommended Practices (https://vtac.lonestar.edu/help/g007) for course development
- 5. Consult the VTAC Event Calendar (https://vtac.lonestar.edu/help/events) for D2L training sessions and open-lab times
- 6. Use this VTAC site (https://vtac.lonestar.edu/help/a115) to find information about editing your course
- 7. Explore how to create lecture videos usingTechSmith Knowmia (https://vtac.lonestar.edu/help/techsmith-knowmia)
- 8. Learn how to host/attend a video conference usingWebex (https://vtac.lonestar.edu/help/a088)

Note that all courses, including face-to-face sections, already have a corresponding shell in D2L. In the event that online instruction is mandated by the Chancellor, you will not have to wait for a D2L shell to be created and assigned.

## Information for iStar Course Builders

<u>All</u> courses already have a shell in D2L. Do not change the course mode of classes in iStar or cancel any sections to create new online ones.