

## Whitworth University Pre-Emergency Planning Checklist for Faculty

This is a checklist of things you should consider in the event you may need to teach from a location other than Whitworth's campus.

Review the Whitworth Instructional Resources webpage for teaching resources and tips:

[whitworth.edu/cms/administration/instructional-resources/software-and-learning-resources/](http://whitworth.edu/cms/administration/instructional-resources/software-and-learning-resources/)

### Things to do from your office now

- List of emergency contacts in your department
- Student roster with photos from Self-Service (FERPA data)
- Post your syllabus to Blackboard
- Remind students to download and print your syllabus
- Post instructions for students on how you will communicate with them
- Backup copies of your teaching materials in case of campus closure onto an alternative device or space such as a flash drive, external drive or your Office365 OneDrive as an alternative option to VPN

### Verify you can access the following from home

- Whitworth Email
- Voicemail
- Blackboard
- WhitNet
- Self-Service
- Whitworth's Help Desk online ( [whitworth.edu/helpdesk](http://whitworth.edu/helpdesk) )
  - VPN to access your network share folder (will authenticate with DUO beginning 3/10/2020)
  - Password Manager
- Blackboard Help ( [help.blackboard.com/learn](http://help.blackboard.com/learn) )
- Find Help from within your Blackboard course at the bottom of the menu in your course
- Whitworth Library Research Guides (databases & streaming media alternatives)  
[libguides.whitworth.edu/home?b=s&group\\_id=13198](http://libguides.whitworth.edu/home?b=s&group_id=13198)
- You should have multiple browsers installed on your computer
- If you plan to use Panopto or WebEx, test your computer's camera, microphone and speakers
- Consider other software applications you may use for education and test them
  - OneDrive (cloud storage & document sharing) through your Whitworth email
  - Panopto Lecture Capture and Recording through Blackboard (video, audio, or both)
  - WebEx for Web Conferencing
  - Other software specific to your course
  - Other applications specific to your position