

### Steps to Prepare for Possible Closure:

- Ensure that you have off-campus access to important university systems including:
  - Email
  - Blackboard
  - ULink
  - CardBox
- Save your course teaching materials to Blackboard or a cloud storage system (OneDrive or CardBox).
- Ensure students have a way to contact you (email, voicemail, personal phone).
- Survey students in your courses to get a sense of their levels of connectivity. If campus was closed, would students have access to reliable internet so that they could work in the online environment?
- Assess your technological situation. Do you have:
  - Access to Blackboard using a computer or mobile device
  - A microphone and webcam
  - Reliable high-speed internet
- Test your ability to forward your office phone calls to your home phone or personal cell phone.
- Ensure that you have signed up for [RAVE, the University Alert System](#). This will allow you to receive information via text message and email.
- Review [Moving Your Face to Face Course to a Remote Offering](#).

### Steps to Take If Campus Closes:

- Communicate expectations for students through email and Blackboard and/or other means.
- Frequently check your university email and Blackboard shell.
- For technical support:
  - Email [-BBSupport@louisville.edu](mailto:BBSupport@louisville.edu)
  - [LiveChat - Blackboard Support Chat](#)
  - [Online via Blackboard Collaborate Ultra](#) (A staff member will be live ready to support your needs between 8am- 5pm Monday-Friday)
  - Phone -502-852-8833