# Continuity of Operations Plan

Academic Delivery

HCC has a Continuity of Operations Plan, also known as COOP. The Continuity of Operations Plan outlines college procedures during public health emergencies and natural disasters.

This tutorial will focus on continuity for educational delivery in order to retain instructional time during campus closures. We hope that this document is helpful for faculty temporarily transitioning to online teaching during COOP implementation.

Step 1 – Import COOP Course Shell

To assist with your temporary transition online, a team at CITT-FPDS has created a course shell for faculty who normally teach face-to-face. This course shell is intended for those faculty members who have no published content in their current Canvas course. The course shell, named COOP Course Shell, is available in Canvas Commons.
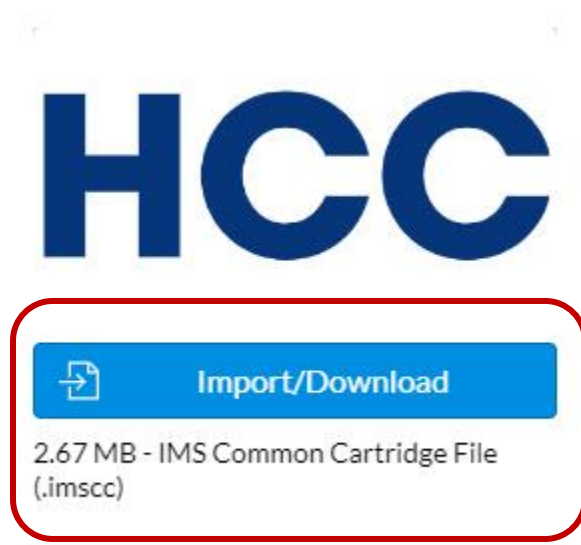
To access Canvas Commons, navigate to your Canvas dashboard. Once there, select Commons from the navigation pane on the left.
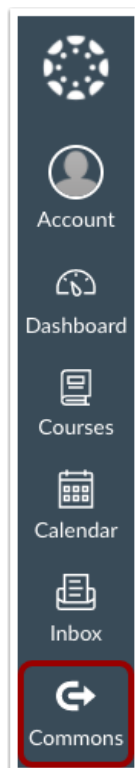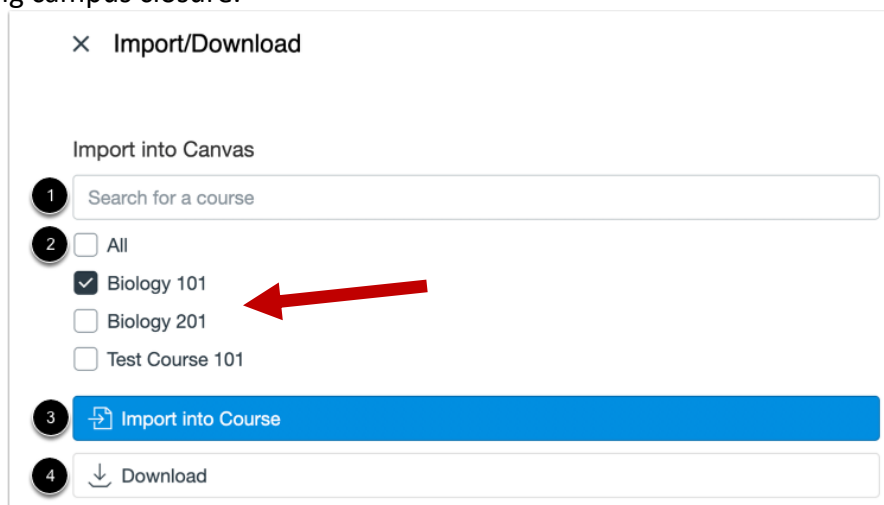
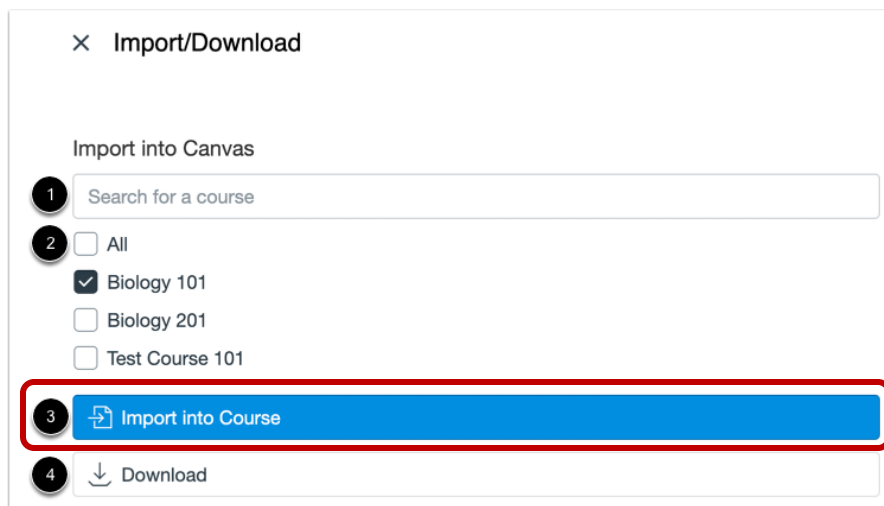Now use the search bar to locate the COOP Course Shell.

88,686 results
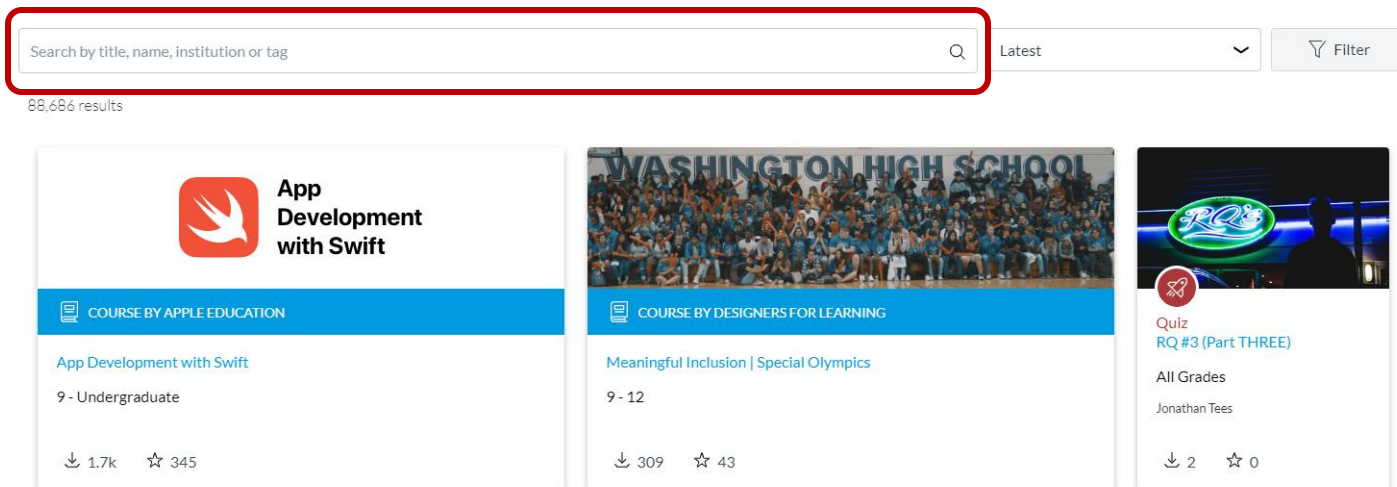
Select the course shell and click on the blue "Import/Download" button.

A window will open with a list of all your courses. Select the face-to-face course you will temporarily be teaching online during campus closure.

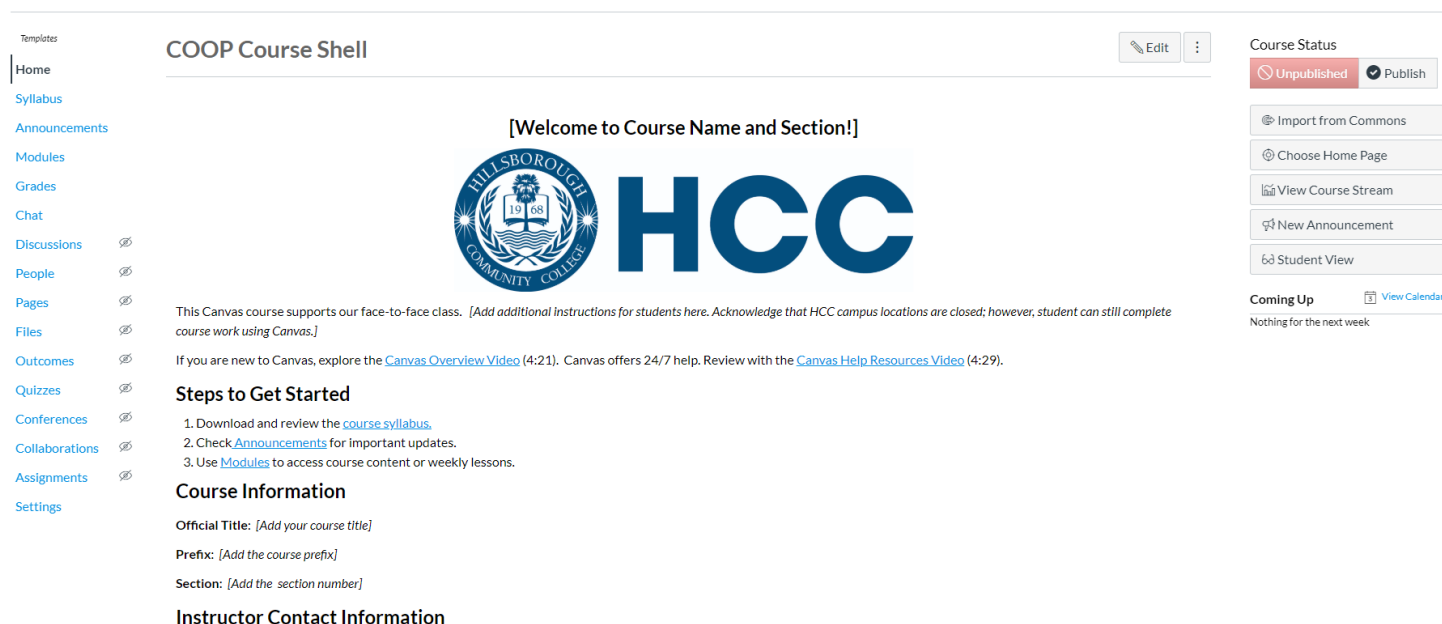Select "import" and allow the COOP shell to transfer content into your course.

If you have already published material in your Canvas course, but would like to use the COOP sample modules, you can import those modules by checking the option "select specific content." This will prompt you to identify which parts of the COOP shell you would like to add to your current course. Review the ability to download selected content here.

Step 2 – Customize COOP Course Shell

Now that we have imported the COOP Course Shell, navigate to the course you added the shell to. This should take you to your new Homepage that looks like this.

You will notice bracketed and italicized text. This indicates text that you will need to edit for your specific course. For example, on the home page, you will want to update your course name, contact information, and instructions.
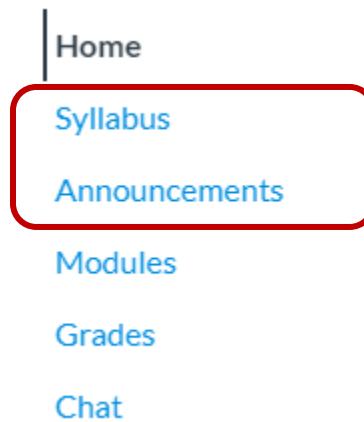
Course Information

Official Title: *[Add your course title]*

Prefix: *[Add the course prefix]*

Section: *[Add the section number]*

Using the navigation tabs on the left, you will also want to upload your syllabus and send out an announcement.

Home

Syllabus

Announcements

Modules

Grades

Chat

We have provided you with a sample announcement to customize in case of campus closure.

Edit ⋮

Sample Announcement   Mar 6 at 1:40pm
Megan Wiedeman
All Sections

Sample Announcement for Campus Closure

Hello Class,

Our campus is closing due to **[emergency event].** *Please check to ensure that your information is up-to-date in WebAdvisor to receive* HawkAlert *text updates from HCC.*

Since we will be unable to meet in-person at our regularly scheduled time, we will be moving our class online until the campus re-opens. You will find materials for our course under the Modules *tab on the left. Please take a moment to look at our first online module. The first items you will need to complete are* **[name of assignments and dates].** *Once campuses are re-opened, we will address our class schedule for the remaining of the semester.*

All HCC students have access to a FREE version of Microsoft Office 365. You will need to use your HCC HawkMail Account and NetID to access the free subscription provided by HCC. Start with the Install Microsoft Office 365.

Please do not hesitate to email me if you have any questions. Stay safe!

| Search entries or author | Unread | 👁 | ⬆ | ⬇ |

↩ Reply
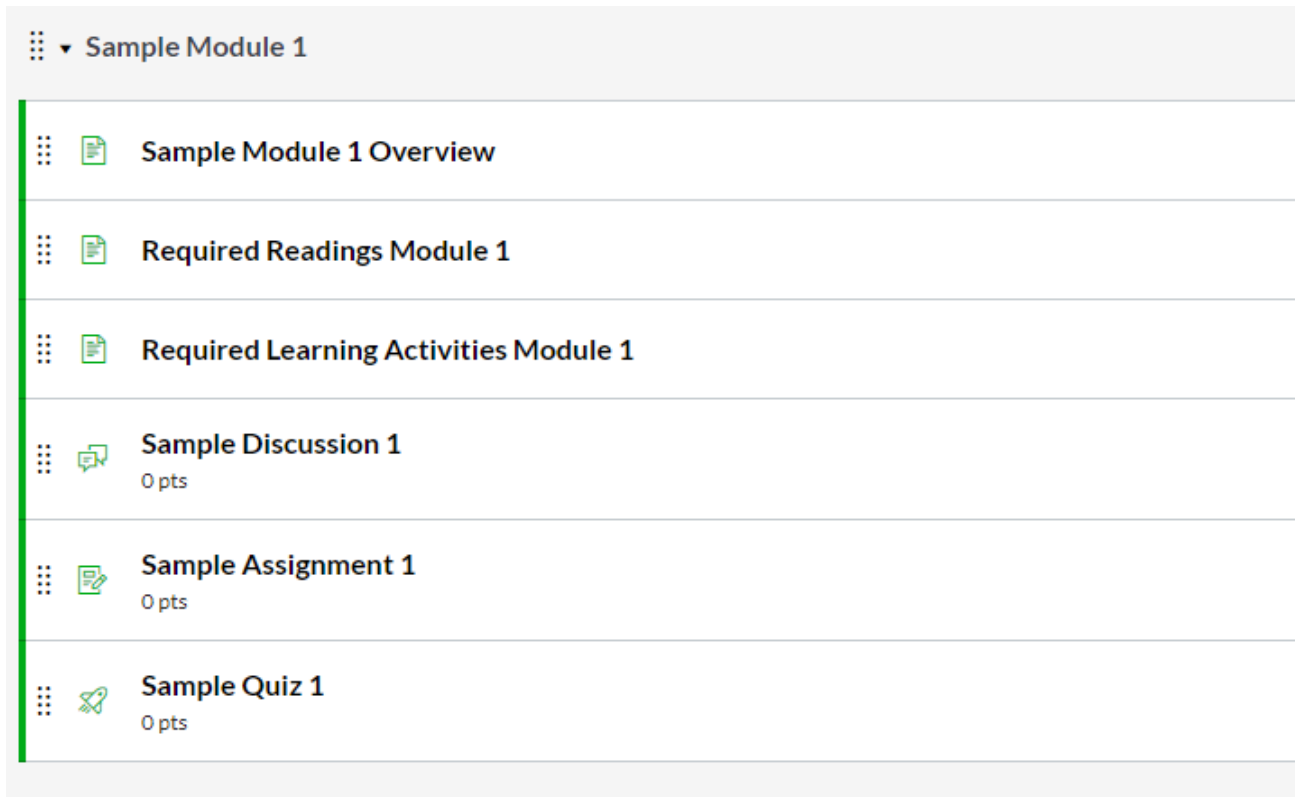
Now we will review the modules section.
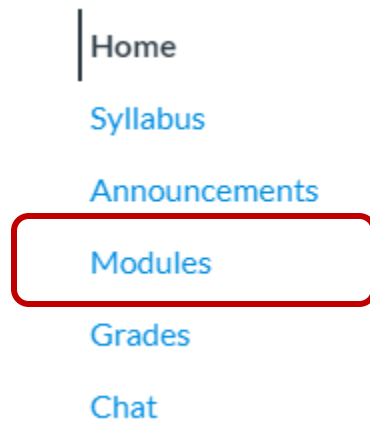
Here you will find resources to temporarily teach your face-to-face course online. Let's take a look at the module "For Instructor: How to Use this Shell." Please note that this module is for your use only and should not be published for student viewing.
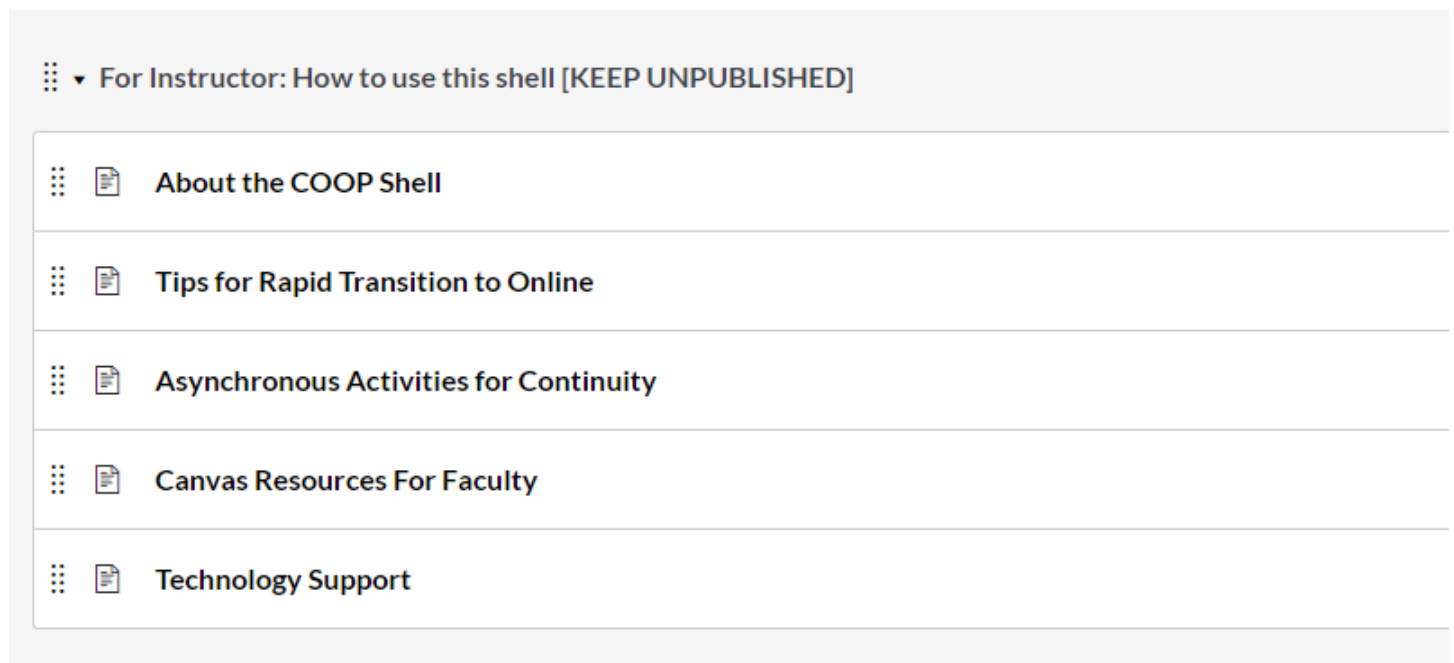
In this module, you will find steps for implementing the COOP template, suggestions for asynchronous learning activities, a sample announcement to communicate with students, and resources for faculty technical support.

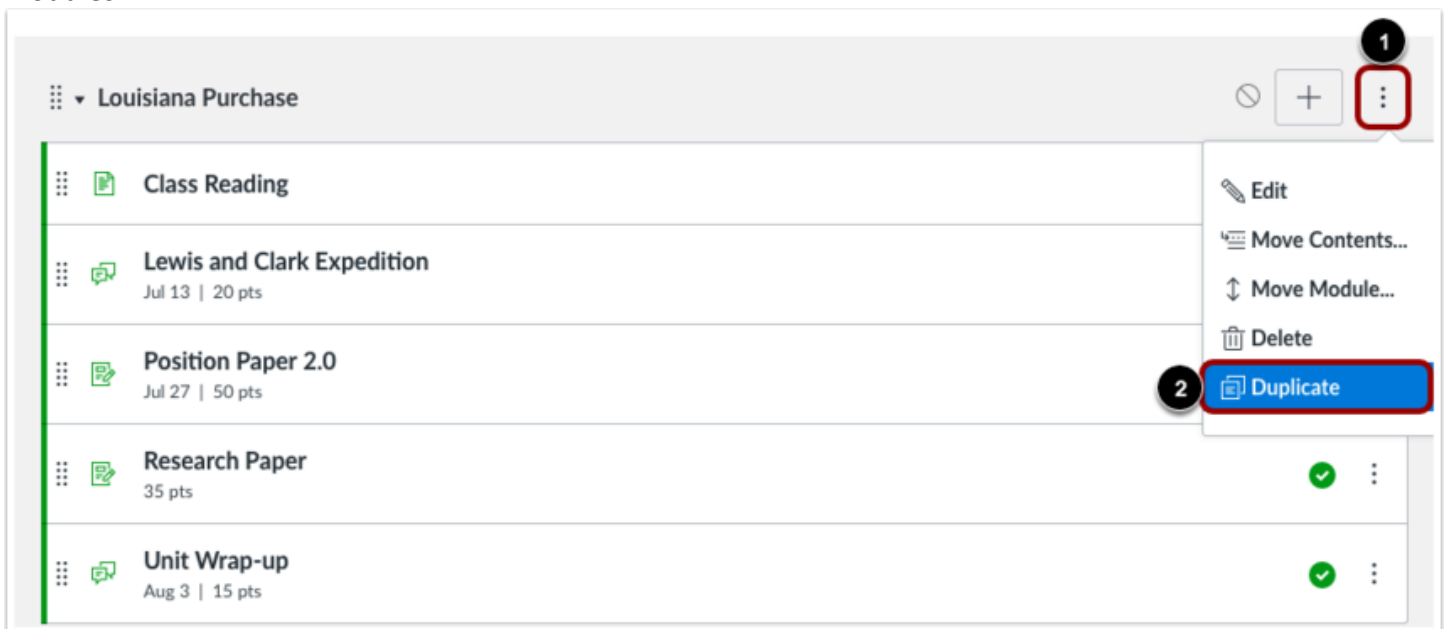The other modules provided in the COOP shell are sample modules for online learning.

Here you will be able to post readings and activities, as well as assign assessments and discussions. We have provided you with a basic structure to move materials online in a clear, organized way.

Should the Continuity of Operations Plan span several weeks, you can duplicate this structure for additional modules.

If you need assistance customizing the module pages, please refer to the Canvas Resources provided in the Instructor module.

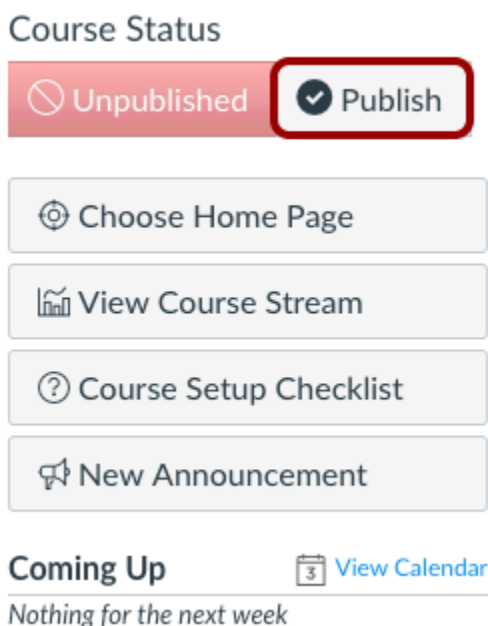We encourage all face-to-face faculty to explore the COOP Course Shell and begin thinking about ways to adapt your course content in case of campus closure. Once the COOP Course Shell is imported into your course, you can begin customizing the template for your teaching needs. Feel free to add, update, and edit the sample modules to begin your temporary transition online.

Step 3 – Publish

Finally, you will need to publish your course. On the sidebar of your home page, click the publish button.

A message will appear at the top of your screen confirming the publishing of your course.
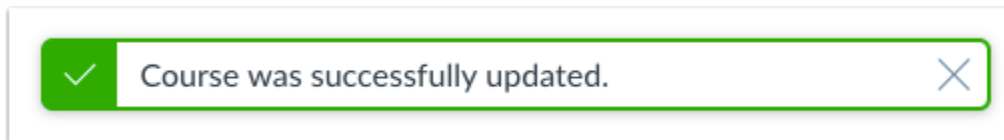
If you have any questions about the COOP Course Shell, please email us at cittfacdev@hccfl.edu. Don't forget that you can always obtain 24/7 Canvas Help!