

Continuity of Operations Plan

Academic Delivery

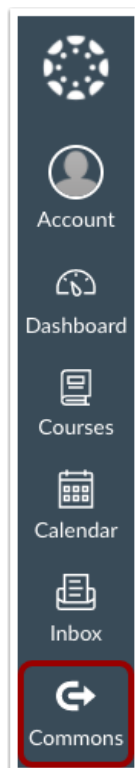
HCC has a Continuity of Operations Plan, also known as COOP. The Continuity of Operations Plan outlines college procedures during public health emergencies and natural disasters.

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.

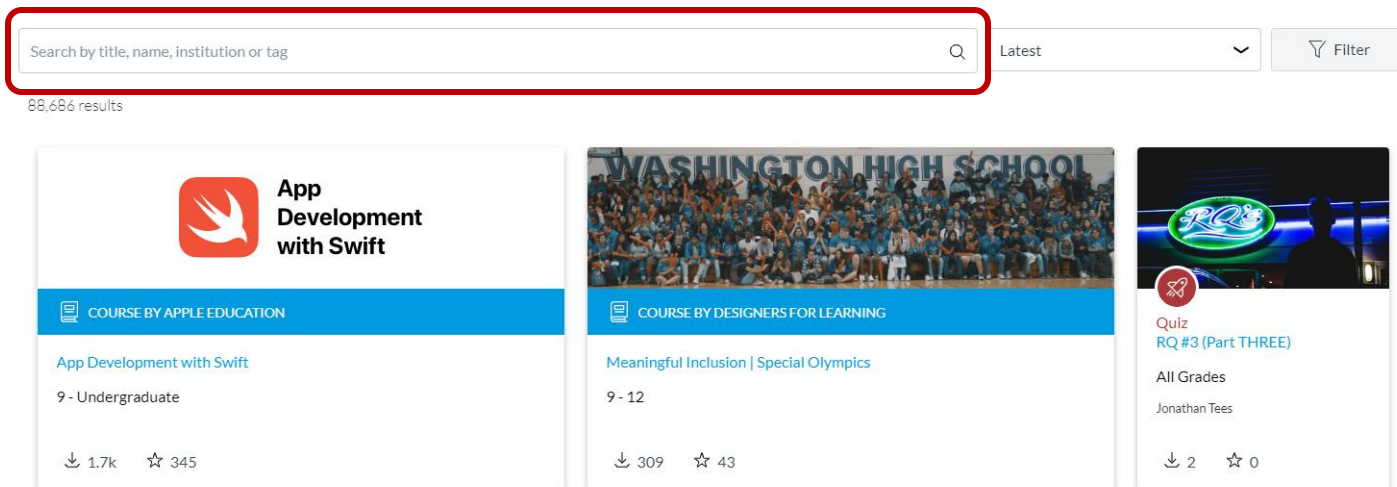
Step 1 – Import COOP Course Shell

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.

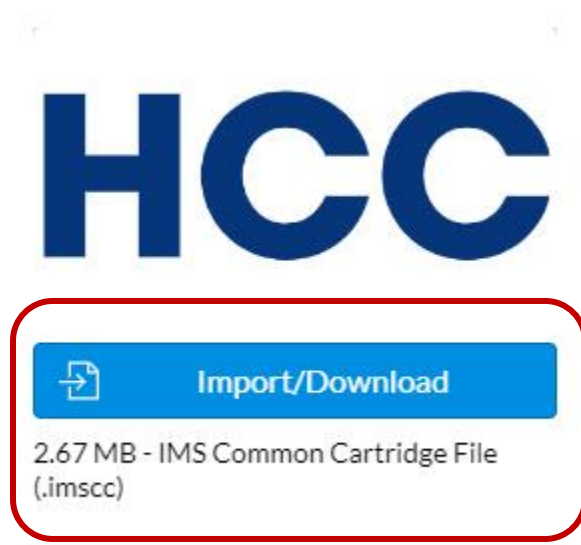
To access Canvas Commons, navigate to your Canvas dashboard. Once there, select Commons from the navigation pane on the left.



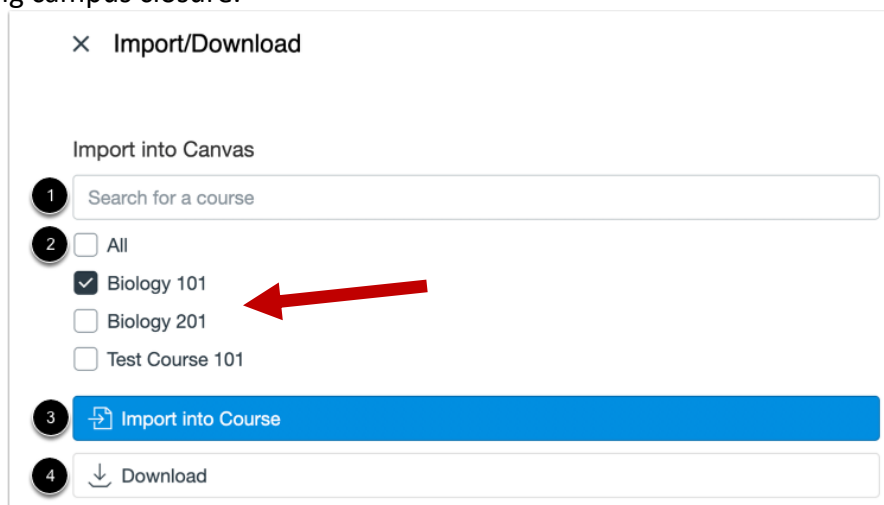
Now use the search bar to locate the COOP Course Shell.



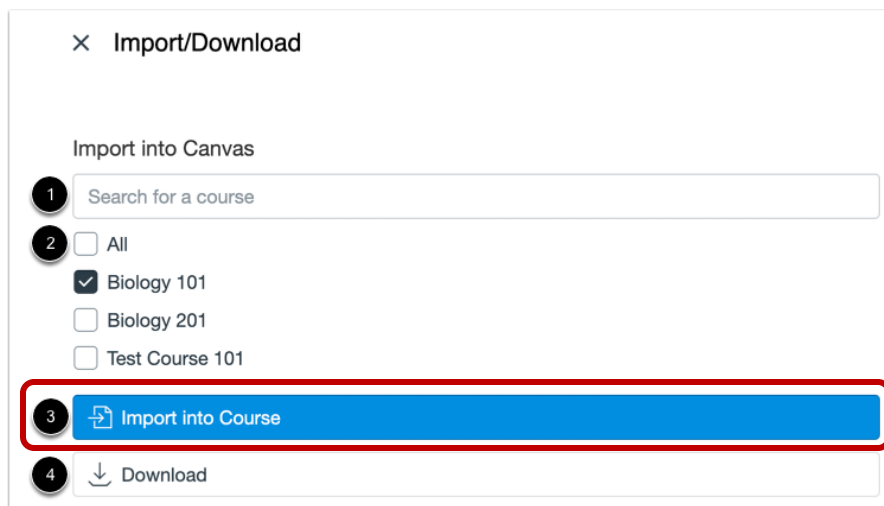
Select the course shell and click on the blue “Import/Download” button.



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.

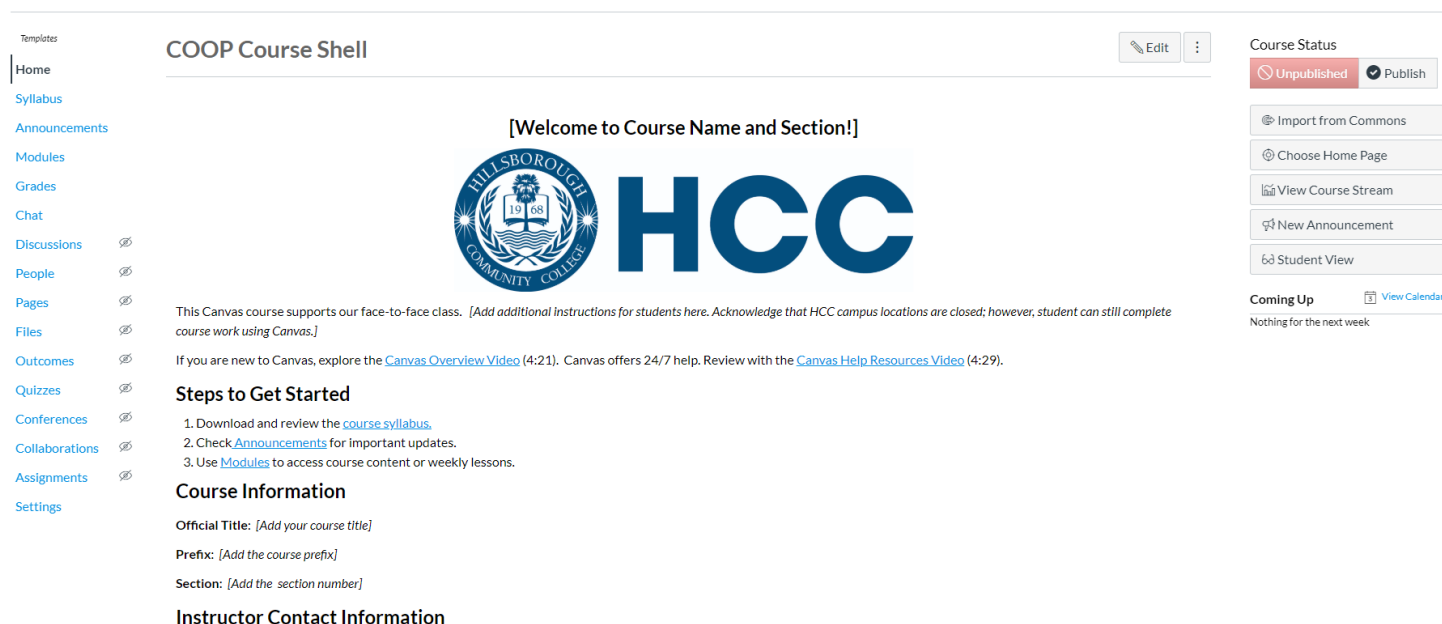


The image shows a dialog box titled "Import/Download" with a close button (X) in the top left. It contains a section "Import into Canvas" with a search bar labeled "1 Search for a course". Below the search bar are four radio button options: "2 All", "3 Biology 101" (which is selected), "Biology 201", and "Test Course 101". At the bottom of the dialog are two buttons: "3 Import into Course" (highlighted with a red rectangle) and "4 Download".

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.



The image shows the Canvas LMS interface for a "COOP Course Shell". On the left is a sidebar with navigation links: Home, Syllabus, Announcements, Modules, Grades, Chat, Discussions, People, Pages, Files, Outcomes, Quizzes, Conferences, Collaborations, Assignments, and Settings. The main content area has a header "COOP Course Shell" with "Edit" and "More" icons. Below the header is a welcome message "[Welcome to Course Name and Section!]" and the Hillsborough Community College (HCC) logo. The main content area contains a paragraph about the course supporting face-to-face class, followed by "Steps to Get Started" (1. Download and review the course syllabus, 2. Check Announcements for important updates, 3. Use Modules to access course content or weekly lessons), "Course Information" (Official Title, Prefix, Section), and "Instructor Contact Information". On the right side, there is a "Course Status" section with "Unpublished" and "Publish" buttons, and a "Coming Up" section with a "View Calendar" link.

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.

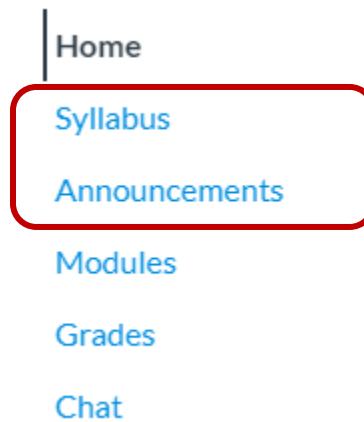
Course Information

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.



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



Sample Announcement
Megan Wiedeman
[All Sections](#)

Mar 6 at 1:40pm

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.

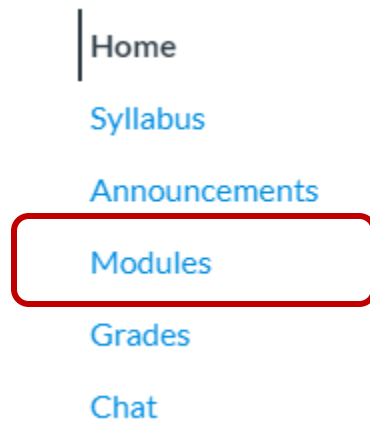
Since we will be unable to meet in-person at our regularly scheduled time, we will be moving our class online until the campus re-opens. You will find materials for our course under the [Modules](#) tab on the left. Please take a moment to look at our first online module. The first items you will need 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](#).

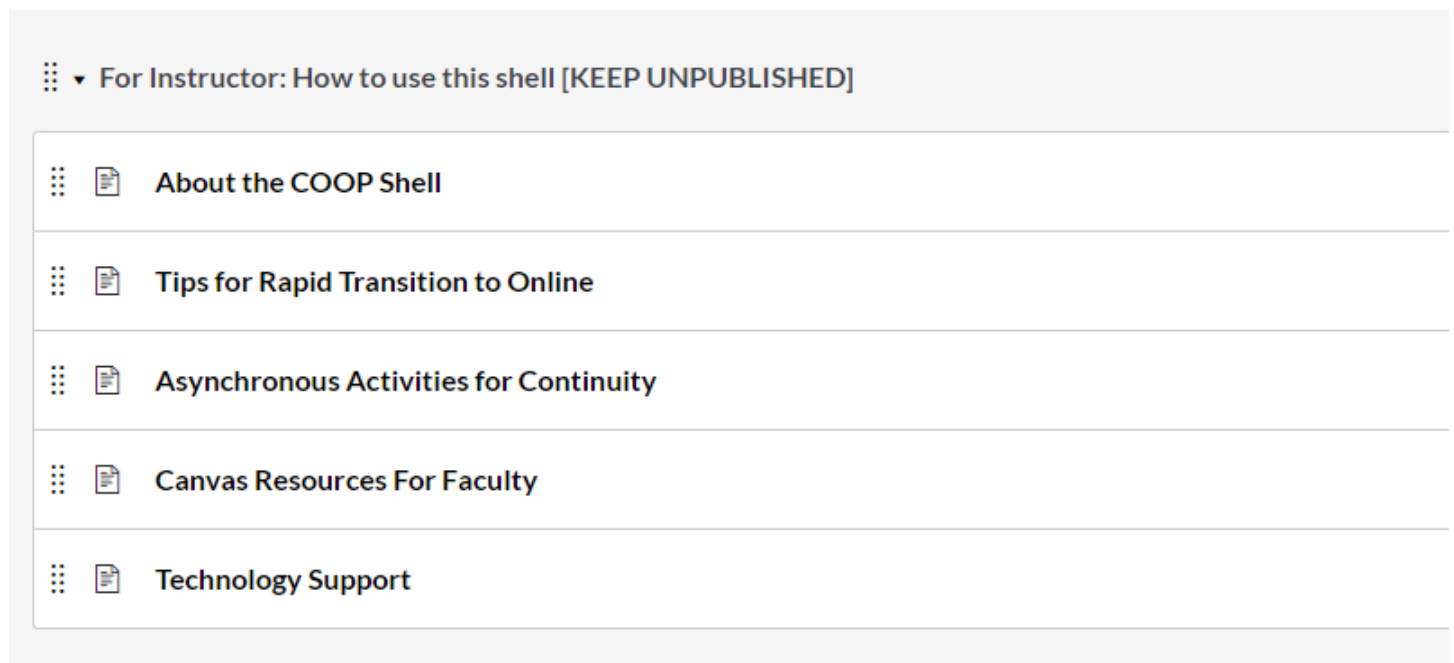
Please do not hesitate to email me if you have any questions. Stay safe!

[← Reply](#)

Now we will review the modules section.

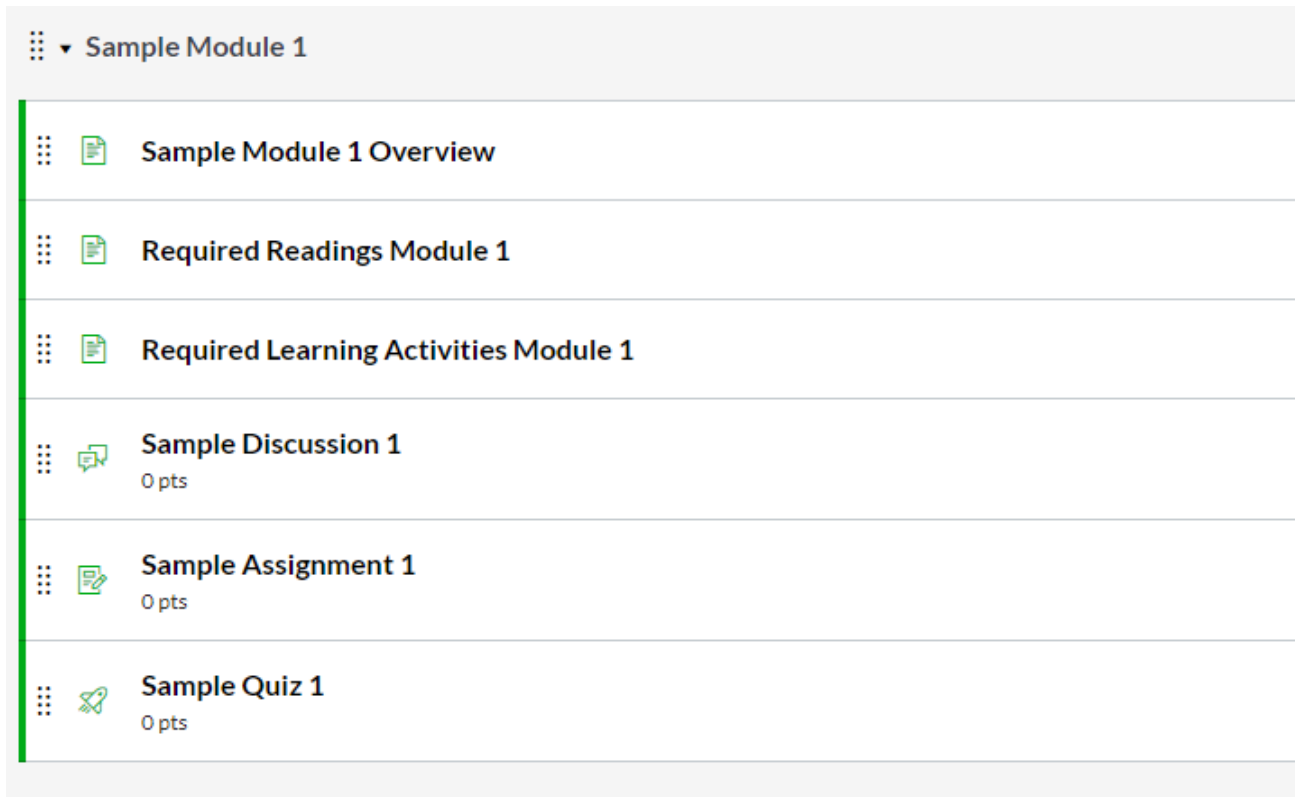


Here you will find resources to temporarily teach your face-to-face course online. Let's take a look at the module "For Instructor: How to Use this Shell." Please note that this module is for your use only and should not be published for student viewing.



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.

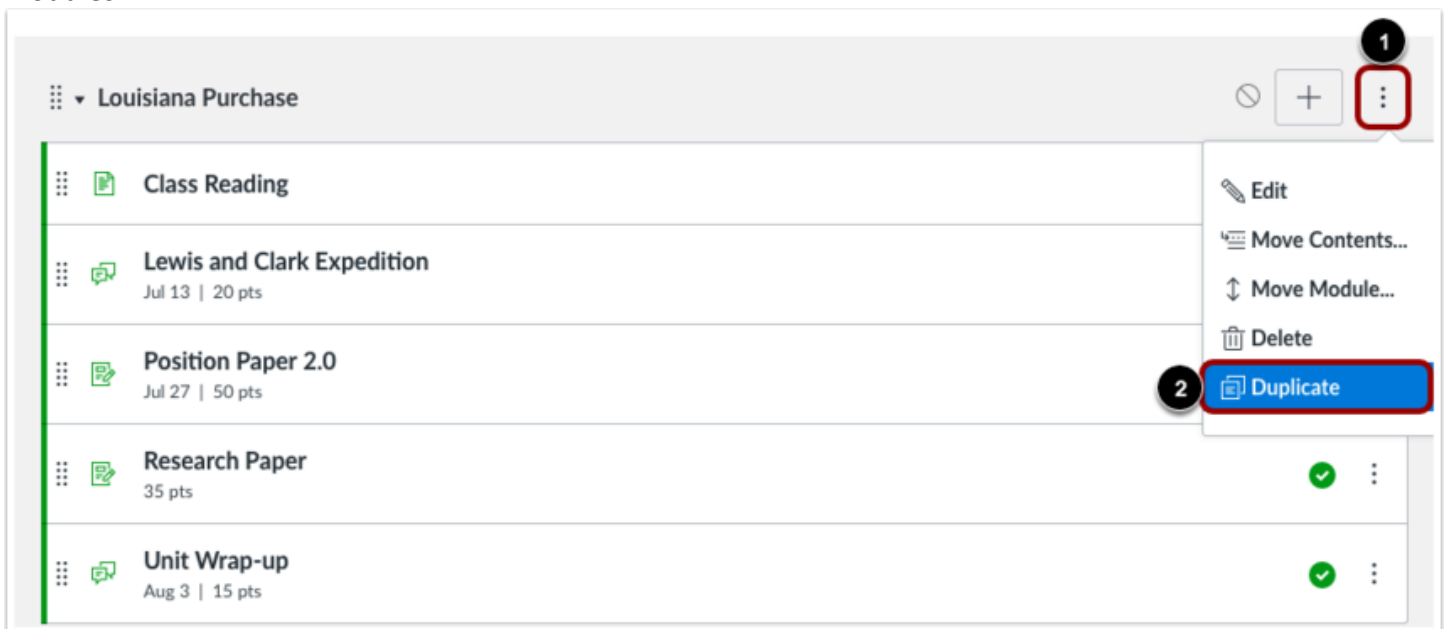


A screenshot of a module interface titled "Sample Module 1". It contains a list of six items, each with a document icon and a title:

- Sample Module 1 Overview
- Required Readings Module 1
- Required Learning Activities Module 1
- Sample Discussion 1 (0 pts)
- Sample Assignment 1 (0 pts)
- Sample Quiz 1 (0 pts)

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.



A screenshot of a module interface titled "Louisiana Purchase". It contains a list of five items, each with a document icon, a title, and a date/points value:

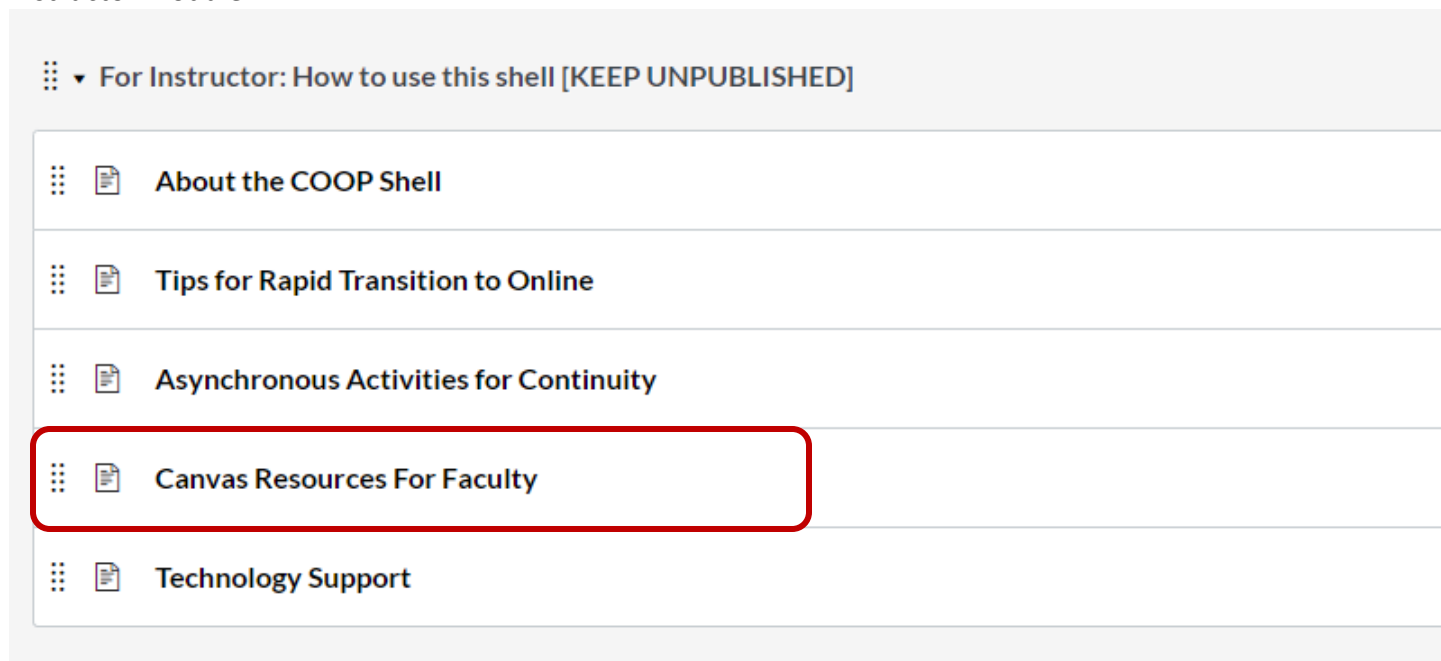
- Class Reading
- Lewis and Clark Expedition (Jul 13 | 20 pts)
- Position Paper 2.0 (Jul 27 | 50 pts)
- Research Paper (35 pts)
- Unit Wrap-up (Aug 3 | 15 pts)

A context menu is open over the "Position Paper 2.0" item. The menu includes the following options:

- Edit
- Move Contents...
- Move Module...
- Delete
- Duplicate (highlighted with a red box and a black circle with the number 2)

The "Duplicate" option is highlighted with a red box and a black circle with the number 2. A black circle with the number 1 is also present near the top right of the module header.

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



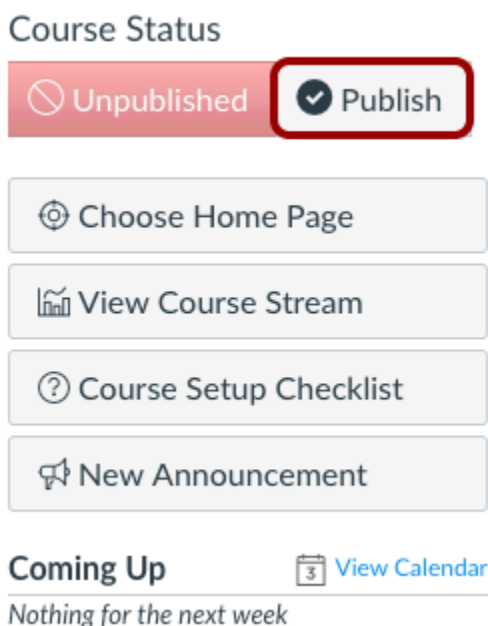
☰ ▾ For Instructor: How to use this shell [KEEP UNPUBLISHED]

- ☰ 📄 About the COOP Shell
- ☰ 📄 Tips for Rapid Transition to Online
- ☰ 📄 Asynchronous Activities for Continuity
- ☰ 📄 **Canvas Resources For Faculty**
- ☰ 📄 Technology Support

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.



Course Status

🚫 Unpublished **✅ Publish**

🏠 Choose Home Page

📊 View Course Stream

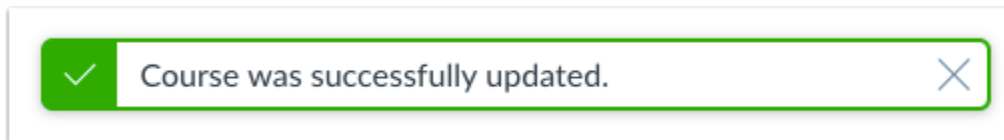
❓ Course Setup Checklist

📣 New Announcement

Coming Up 📅 [View Calendar](#)

Nothing for the next week

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!