

# Contingency Planning in Blackboard Classrooms

Although we hope that everyone will remain healthy and able to attend to their courses, we know that it is essential that we make contingency plans in the event that someone becomes incapacitated. If you have any questions about this information, please reach out to your Dean.

## Access to Bb Course Shells

Please request that your chair and dean be given access to your course shells in the event of any of the following:

- You test positive for COVID-19, whether or not you are symptomatic
- You are exhibiting symptoms consistent with COVID-19, whether or not you have been tested and confirmed
- You are experiencing any other serious health issues or other circumstances that might prevent you from attending to your courses for more than a day or two

## Substitute Instructors for Your Courses

Please consider, for each course that you teach, identifying an appropriate colleague or potential adjunct who might be able to step into the course in the event you become ill and unable to complete the course. You may want to share your list now with your department chair, or just keep it ready and available to share in case you become ill. Appropriate compensation for replacements will be determined at the time the replacement begins, taking into consideration expected length of replacement.

## Gradebook Preparation

Please make sure that you have an up-to-date gradebook in Bb that clearly identifies each graded activity and its overall value in the course and make sure that you have all students' grades entered in the gradebook. This will be necessary in the event that someone else has to step in to complete your course.

## Updated Syllabus

Please post an [updated syllabus](#) in your Bb course shell that includes all expectations for the remainder of the semester. Again, this will enable another person to step into the course if necessary.

## Plan-B Guidelines for a Substitute

Consider preparing some guidelines that a substitute instructor could consult and deploy if necessary. You could place those instructions in a section of Bb that is available only to individuals with instructor-level Bb privileges.

## Intellectual Property

New Paltz adheres to the [SUNY system policy](#). The relevant language is:

*With respect to faculty materials used on the web for instruction, under the current SUNY policy, copyright ownership is treated no differently than faculty materials produced for the classroom. That is, faculty own the copyright under the academic work-for-hire exception embedded in SUNY's copyright policy.*