

Things to do now:

1. Download Zoom (<https://ncsu.zoom.us/>). Zoom is similar to skype, it will be useful for office hours or meetings. It can also record meetings, so we're encouraging people to consider using this to record lectures, either with others in attendance (max capacity for a meeting is 300 so you could invite your whole class), or in a solo meeting where you just record and then disseminate the link to students. NC State has a site license, you can sign in with your ncsu google account. Bevin put together a document on using zoom that can be [found here](#). Math IT also has an [article about using zoom](#).

2. Request a Moodle space if you have not already done so. With a Moodle site it is easy to upload notes, link to videos, create Zoom office hours, email the entire class, make a class forum, etc.

Here is a video Bevin made about setting up a Moodle site (mainly for beginners):

<https://mediasite.wolfware.ncsu.edu/online/Play/c418dab8a3934b3ab8f20d44268d1fc81d>

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If anyone wants some help with their Moodle, they can add Bevin to it via Wolfware --> Gear Icon next to course --> Users & Rosters (left menu) --> bmaults as Hidden Instructor.

3. Get help. If you intend to record lectures for your class, there are [several options we recommend](#). If you feel overwhelmed after reading through this information getting started or have questions, submit a request at <https://wp.math.ncsu.edu/it/get-help/>

Things to consider while writing your Continuity Plan:

1. For multiple section courses, the course coordinator will be a good resource. Reach out to him or her.

MA 103 M. Fenn	MA 231 M. Fenn	
MA 105 M. Fenn	MA 241 B. Burns-Williams	
MA 107 B. Burns-Williams	MA 242 D. Zenkov	
MA 111 E. Dempster	MA 341 L. Kurtz	
MA 114 M. Fenn	MA 405 A. Duca	
MA 121 J. Rodriguez		
MA 131 A. Lloyd		
MA 141 E. Dempster	Online Courses: B. Maultsby	

2. Available academic resources. Online lectures are already recorded and available for the following courses. Bevin Maultsby can help instructors find links to the online resources. (For MA 141, 241, and 242, they are already in WebAssign under Resources.) In the event classes are cancelled, each class instructor can put together a plan for their class, pointing them to whichever lectures line up with where the class is in the curriculum.

MA 103	MA 131	MA 242
MA 107	MA 141	MA 341
MA 111	MA 231	MA 405
MA 114	MA 241	MA 425

There are also tons of videos available online. Try searching youtube and Khan Academy. Again, each instructor could use resources like this by pointing their class toward videos appropriate for the curriculum.

3. Technology. The department has limited devices that can be borrowed. Instructors can request a device at <https://wp.math.ncsu.edu/it/inventory-management/> but please be patient as we determine how best to use our resources.

4. Accommodate and adapt. We need to be accommodating of any student's request that results from or relates to COVID-19. In other words, attendance policies, homework due dates, missed-exam policies, etc., must be altered to accommodate any request tied to COVID-19. The overarching principle is that no student's progress through their program should be negatively impacted by COVID-19 concerns.

5. Students without access. Some students may not have a personal computer or internet access where they live. We need to be flexible in these situations so you may need to develop alternate arrangements on a case-by-case basis with students. In your communications with students, please emphasize that they should reach out to you if they will not be able to access online materials.