

# Using HuskyCT for Class Emergencies

These tips address using HuskyCT to manage class in the event of a major disruption in class offerings or attendance - for example, due to a pandemic flu outbreak. Faculty could develop individual elements of the following suggestions outside of HuskyCT, but as HuskyCT better coordinates all class activities by bringing together disparate teaching and learning elements in one place, this document focuses on HuskyCT while providing alternative suggestions ( in parentheses).

Step 1

Step 1

Step 1

[Request your HuskyCT site](#) if you do not have one already. HuskyCT sites are created automatically at the instructor's request – an automated process that occurs twice daily so it may take as long as 12 hours for your site to appear.

Step 2

Step 2

Step 2

If you are new to HuskyCT check out these [HuskyCT Basics](#).

Step 3

Step 3

Step 3

Decide what elements in HuskyCT you are going to use and for what purpose. These include the tools below that can be especially helpful in an emergency.

## Communication Tools:

**Announcements** – one way communication to students and/or TAs

**E-mail** – self contained HuskyCT e-mail system (regular e-mail as an alternative)

**Discussions** – threaded discussion topics, blogs, or personal journals (outside discussion list environments) to make up for missed discussion in class, to provide a way for students to express their ideas and reactions outside of class, to stimulate student thinking . . .

**Chat** - synchronous, real time text conversation among class members and instructors (outside chatrooms, AIM chat for example).

## Assignments Tools:

**Assignments** – instructor posts assignment, students submit assignment, HuskyCT keeps track of assignments submitted, not submitted, and graded. (regular e-mail to distribute and collect assignments?)

**Safe Assign Assignments** – instructor posts assignment, students submit assignment, system checks for matches between text passages in paper and text found on the web, in various databases of publications, and other student papers which have been through the Safe Assign review process at UConn. (google paper – much more work and less comprehensive check)

**My Grades and Gradebook** – instructor records and optionally delivers individual student grades and feedback (regular e-mail to grades or post, using some code, to personal website?)

## Assessments Tool:

**Assessments** - online quizzes and surveys

## Content Tools:

**Learning Modules** – modular, sequential organization of content and activities around a particular course topic (post lesson plans on personal website).

**Folder Pages** - web pages with links to course content and activities (post course content to personal website).

## HuskyCT compatible suggestions from the IRC blog and wiki:

- Use [Audicity](#) to record lectures - put on HuskyCT as audio files.
- To demonstrate something on the computer - record it with [Jing](#), a free screen capture program.
- Use [iSpring](#) to create flash files of powerpoint presentations.
- Use [DimDim](#), a free web conferencing program that allows up to 20 people to participate

## Be Prepared



Include on your syllabus, or post in a separate document , instructions for students in the case of:

1. Major disruption of extended class meetings. Include a communication plan.
2. Individual student absence from class. Include course policies for making up missed work.
3. Instructor absence.

## Support



Students may contact the [Learning Resource Center](#) staff for help with HuskyCT or other educational technology applications.

Faculty may contact the [Instructional Resource Center](#) staff for help with HuskyCT or other educational technology applications.

Faculty can use the following support methods for assistance with HuskyCT and other educational technology applications to meet teaching and learning objectives:

- Face to face meetings, either in person or virtually, using web collaboration and conferencing
- E-mail to [irchelp@uconn.edu](mailto:irchelp@uconn.edu)
- Phone to (860) 486-5052
- Online [HuskyCT help materials](#)

Refer to the official UConn website for [pandemic information](#).