Disaster Recovery/Instructional Continuity Plan Canvas Instructions

- Academic Affairs will communicate with faculty, staff, and students regarding any disaster that disrupts normal operations of the instructional process. General guidelines about closures, access to facilities, and expectations for faculty, staff and students will be communicated using the UH Alert System.

- Communication between faculty and students regarding instructional activities may be facilitated using the course shell created for every lecture and seminar course/section for the current semester.

- Faculty are encouraged to include information concerning a plan for Instructional Continuity in their syllabus.

- Faculty who are currently using Canvas during a semester, will continue using the current course.

- Faculty not already using Canvas will have two options to get into Canvas. Complete instructions are found at https://uh.edu/canvas/.

  o Go to AccessUH at https://accessuh.uh.edu/ and log in with either their CougarNet ID or their PeopleSoft ID. Then click on the Canvas icon.

  o Go directly to Canvas at https://canvas.uh.edu/ and log in with their CougarNet ID and password.

- Students will only be added to courses created for Instructional Continuity based on a communication from the University administration about moving to the emergency plan. Students will be loaded within 24 hours of the notification.

- Instructions for adding material to the course and using the basic tools are found on the Instructional Continuity website: https://uh.edu/instructionalcontinuity/.

- To add TAs or other instructors to the course shell, go to AccessUH at https://accessuh.uh.edu/ and click on "Course Request System". Click on the link at top of the page to "Add TA/Instructor".

- More information is available at https://uh.edu/canvas/.