



## Virtual Learning Contingency Planning

As a teacher, what happens when technology tools you rely on for virtual learning don't work? Having contingency plans in place before a tool stops working, and making sure you and your students know how to access alternative resources or pathways, can help learning continue even when everything is not going according to plan. Below are some suggestions for contingency plans for our major virtual learning tools. Use these as a starting point to develop your own contingency plans.

### schoolology

Secondary teachers use Schoology to house content and links to synchronous Zoom sessions. If Schoology experiences technical issues, we suggest having a communication plan in place to let students know to utilize their alternate resources.

- **Class Content**
  - If you rely on Schoology for content delivery:
    - Periodically create copies of content in your Google Drive
    - Share and provide students with direct links to Google Drive content in the event of a Schoology issue
- **Synchronous Zoom Links**
  - If students rely on logging in to Schoology to get synchronous Zoom links each day:
    - Post Zoom links other places accessible to students like [PowerSchool](#)
    - Encourage students to write down the Zoom Meeting ID and Meeting Password
    - Encourage students to [bookmark](#) the Zoom link in their favorite browser
    - Encourage students to create a local document or graphic organizer that contains all of their important Zoom links
    - Email students the Zoom link, Meeting ID, and Meeting Password



Teachers use Zoom to connect with students for synchronous learning.

- If Zoom is unavailable:
  - Have a communication plan for notifying your students that Zoom is down and alternative will be used during the synchronous learning time
  - Use [Schoolology Conferences](#) instead
  - Use your phone or the [Camera app on Windows 10](#) to record yourself delivering a lesson and upload it to your Google Drive
  - Have an asynchronous learning plan in place that students can access to continue learning



Elementary teachers use Seesaw to house content and links to synchronous Zoom sessions.

- **Class Content**
  - If you rely on Seesaw for content delivery:
    - Create copies of content in your Google Drive
    - Share and provide students with direct links to Google Drive content in the event of a Seesaw outage
- **Synchronous Zoom Links**
  - If students rely on logging in to Seesaw to get synchronous Zoom links each day:
    - Post Zoom links other places accessible to parents like [PowerSchool](#)
    - Encourage students to write down the Zoom Meeting ID and Meeting Password
    - Encourage students to [bookmark](#) the Zoom link in their favorite browser
    - Encourage students with iPads to [create a web shortcut](#) to the Zoom link
    - Encourage students to create a local document that contains all of their important Zoom links
    - Email parents or students the Zoom link, Meeting ID, and Meeting Password



Teachers use Google for storing content and students use it for email

- **Content in Google**
  - If you rely on Google for content storage:
    - Set up Google Sync so that Google Drive content is accessible on your device
    - Periodically create copies of important content in your [Schoolology Resources](#)
- **Communicating with Students via Email in Google**
  - Use [Schoolology Messages](#) to communicate with students



Teachers use email to communicate students via Outlook

- If the ACPS email system (Exchange/Outlook) is unavailable:
  - Log in to your Google account and utilize Gmail to email students
    - Emails sent and received in your teacher Gmail account will not sync to Exchange/Outlook
  - Use [Schoolology Messages](#) to communicate with students



Teachers use PowerSchool to take class attendance

- If PowerSchool is unavailable, teachers can take attendance manually and then transfer the attendance to PowerSchool once it is available
  - Periodically download or print the [Student Roster Report](#) (PDF or spreadsheet) from PowerSchool
  - Download or print a [Class Roster](#) (PDF or spreadsheet) from Illuminate
  - Take [attendance in Schoolology](#)