

## PREPARING FOR AN EXTENDED EMERGENCY FACILITIES CLOSURE

Sign up for campus alerts and encourage your students to do so as well:

<http://www.medaille.edu/alert/>

Have your students fill out the “Medaille College Classroom Interruption Student Contact Information” form. You can find a copy of this form on the forms webpage:

<http://www.medaille.edu/college/hr/forms.asp>

- Collect the completed forms. Retain a copy to keep at home and give a copy to your Medaille College Department Chair.

Assess your internet access at home as Blackboard works best with high-speed Internet. Java must be installed on your computer. Please attempt to logon to Blackboard from home early in the semester. Upload your course syllabus.

- Access Blackboard via the “Blackboard” link from the Medaille College homepage: <http://www.medaille.edu/>
- Access Blackboard directly at: <http://learning.medaille.edu>
- Blackboard information and tutorials available at: <http://it.medaille.edu/Blackboard>
- For assistance, please send an email to: [helpdesk@medaille.edu](mailto:helpdesk@medaille.edu)

Make a hard copy of your course syllabus/blueprint materials and assignments, quizzes, and tests. Keep these in a safe, easily accessible area at home and in your Medaille College office, if applicable.

Emergency contact information of your Department Chair, Program Director, or Dean:

Name: \_\_\_\_\_

Off-campus telephone number: \_\_\_\_\_

Email: \_\_\_\_\_