# Nashville State Community College

## Inclement Weather Procedures for Faculty

Beginning in January, 2011, NSCC will go into “home school” mode when inclement weather forces a cancellation of on-campus classes. When NSCC **cancels classes due to inclement weather,** all faculty members who have an on-ground class scheduled during that period of time are responsible for posting an assignment in the course D2L shell that students can access and complete at home. Instructions for posting an assignment are given below.

These assignments constitute a “make-up” class. For this reason, the assignment must:

* Be substantive and pertinent to the class
* Require some type of accountability for the student. For example, the student may be required submit the assignment, receive points toward the course grade for the work, etc.

If students do not have access to a computer from home, there must be a provision that allows them to complete the work – e.g., within two days after classes resume. “Home school” mode will not work for all classes. Students in clinicals will, for example, be expected to show up at the site. Lab instructors may need to reschedule labs. In these cases, a faculty member should consult with the Dean or Director about an appropriate option.

Faculty need to instruct students **in advance** about finding the assignment information when classes are cancelled. The instructor must give specific direction about finding the course assignment and make it clear that the student is responsible for accessing the assignment. If NSCC cancels classes, notice will be posted at [www.nscc.edu](http://www.nscc.edu) and will be on local TV and radio stations.

Even when classes are cancelled, the campus remains open. Students who are planning to come to the main campus to complete their assignments in the Learning Center (353-3551), Library (353-3555), or Open Lab (353-3678) should call first to make sure that staff members have been able to make it to campus.

“Home school” mode applies only to situations when the administration cancels classes. An instructor can post an online assignment in lieu of meeting with a class at any other time **only** with the advance approval of the faculty member’s Dean or Director.

This procedure impacts faculty and students only. Even when classes are cancelled, the college remains open and staff must either report to work or take annual leave.

# How to Post an Inclement Weather Assignment

## Log on to D2L (NS Online)

To access your NS Online course shell, go to the NSCC Home Page at <http://www.nscc.edu>. At the top right of the screen, click the dropdown arrow next to Connect. Choose MyNSCC. Enter your A# and password to log on. Click on “NS Online Courses” at the top right of the screen. Click on the course title to enter the course.

 You may also login at <http://elearn.nscc.edu> using your A# and six-digit password (initially your birthdate mmddyy). For help with your password, contact the Help Desk at 615-353-3678.

## Post a News Announcement

 In the center of the course home page is an area for posting news items. Use the News area to notify students that the class will not meet and clearly describe the assignment they are to complete.

To publish a News item,

* Enter the course by clicking on the title of the course.
* Locate the News widget.
* Select New News Item from the News widget action menu.
* Type the headline.
* Add content.
* Set start and end dates as desired.
* Attach a file or record audio (1 min. or less) if desired.
* Click on Publish to release the news item.

## Create a Folder in Assignments

 The Assignment folder is a place where students submit papers to you. If you plan to use the Assignment folder, tell students in the News announcement to submit files to you by clicking Assignments on the navigation bar. To create a folder,

To create an assignment folder,

* From the Evaluation group select Assignment Dropbox.
* From the Folder List page, click the New Folder button.
* Name the folder.
* Choose "individual submission folder" unless you have previously set up groups.
* Provide instructions for the assignment.
* Add a file or record audio, if desired.
* Select the submission options.
* Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

## Check Your Email

* Enter your course so the email will be filtered by course.
* Click the Email icon at the top left of the navigation bar to read and reply to student email.
* Use the Classlist link on the navigation bar if you want to email all or several of your students. Select student names and click the envelope icon.