

# Emergency Preparedness Using Online Collaboration



## Facilitate self-isolation of students with influenza-like illness

- Use Collaboration to communicate, hold classes, office hours and meetings. Create as many sessions you need for courses, organizations, meetings, etc. that require their use.
- The meeting/lecture capture (archive) feature can be used to give updated information about emergency matters, communicate with students, and conduct faculty and staff meetings. The archives are available via mp3 or mp4 to review.
- Use it for labs (more students can be in a session than in a lab)
- Use Voice tools to send announce-

ments, create voice discussion boards, present interactive lectures with web pages, send and receive vocal voice email and make your own voice podcast mini lectures to enhance sessions.



## Maintain contact with students who are in self-isolation.

- Hold a one-on-one session with ill students, staff and faculty to check on their health, reinforce hygiene and self-isolation. Instruct them to seek medical attention if they have a medical condition that places them at risk or they develop severe symptoms.
- Conduct meetings and staff development workshops sessions.
- Share documents in sessions by pushing out .pdf files so students, staff and faculty can save them to their computer.
- Provide helpdesk support—set up a Welcome to Call Center UMKC Helpdesk session. Help others resolve computer issues
- Use Bb IM to network with peers, conduct office hours, answer student's questions about course work, and have students study together without leaving home.
- Students can stay connected and continue to build relationships while expanding their learning within a social context enabling learning to take place anytime anywhere using Bb IM.

For support or technical training contact:  
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Walk-ins are welcome at 5015 Holmes, Fine Arts, Room 314