



Disaster Recovery/Instructional Continuity Plan

Canvas Instructions

- Academic Operations/Registry 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 existing communication channels.
- Communication between faculty and students regarding instructional activities in Canvas may be facilitated using the course shell created for every lecture and course/section for the current semester.
- Faculty are encouraged to include information concerning a plan for Instructional Continuity in their syllabus.
- Canvas LMS can be accessed at <https://lms.sampoernauniversity.ac.id> using Single Sign-On (SSO) Username and Password. The link can also be accessed at Sampoerna University SSO Portal <https://my.sampoernauniversity.ac.id>.
- Canvas Guides can be found at <https://community.canvaslms.com/community/answers/guides/canvas-guide>.
- In the event of a class disruption, communication to students may be sent from the lecturers SU email address.
- More information please don't hesitate to contact Academic Operations/Registry.