Remote Teaching Essentials

There are many reasons why your course content and format may change. A new year, new material, or a new way of teaching and learning. Responding and adapting to these changes often means trying new things which, while an opportunity for renewal, can also be challenging. This checklist was created as a potential map or pathway for navigating what might be a substantial change to your course - shifting to an online or remote teaching environment.

Just as each course and discipline is different, you will encounter a wide diversity of students in your virtual classroom. These students will have different needs, goals, and challenges of their own. No matter where you start on this course (re)design process, remember that your students can be part of this journey with you. They will want feedback on their learning, but can also offer feedback as your course continues to evolve. As we navigate change and uncertainty together, remember that there are multiple paths to achieving our goals, and many ways that we can support students in their learning even if we are not physically together.

This checklist was created to offer multiple options and pathways for remote teaching. You may choose to follow the entire checklist step-by-step, select 2-3 items that are a priority for you as a place to begin, or use this as a way to double check what you have prepared so far.

Checklist

- ➢ Where to begin
  - o Ensure all course elements fit together
    - ▪ Teaching Commons' Course Conversion Plan Template (.docx)
  - o Make some foundational decisions
    - ▪ Find a balance between synchronous vs asynchronous
    - ▪ Explore Moodle & Zoom
- ➢ Identify supports & resources
  - o Where can you get technical and pedagogical help if and when you need it?
  - o What Faculty/departmental/school guidelines (if any) might you need to consider?
- ➢ Review your assessment and evaluation plan
- ➢ Organize and prioritize existing content
- ➢ Do some early trials
  - o Connect with peers or with your Teaching Commons faculty liaison to get some early feedback
- ➢ Create or obtain any new content and/or course materials
- ➢ Plan for ongoing student engagement
  - o What strategies and course policies will shape communication with and between students?
  - o What opportunities will students have to engage with peers, instructors, and material?
- ➢ Think about access
  - o Plan for tech diversity amongst your students
  - o Provide flexible options for reviewing course material and completing course work
- ➢ Protect and respect privacy, copyright & intellectual property
- ➢ Consult your team
  - o Students
  - o TAs (consider their tasks and workload)
  - o Liaison librarians
  - o Additional student supports

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