Plan to teach. Prepare to learn.

Quick Start to Remote Teaching

Use this prioritized checklist to ensure your course is remote-ready for students during campus closure or urgent situations. Additional resources on each topic are available on the Moving Courses Online website. The pages will be updated regularly. If you have suggestions for the website, please email celt@pfw.edu.

Create your plan to course completion

☐ What are the *essential* course content, activities, and assignments to complete the semester? Develop remote alternatives that allow for independent, asynchronous completion by students.

☐ Revise assignment due dates and submission methods, and flex your policies as needed.

☐ Revise your grading scale as needed. If you require/offer points that require face-to-face interaction, (e.g. attendance), be flexible and provide alternatives such as check-ins or small activities.

Communicate with your students

☐ Post your plan and schedule to your course in Brightspace. Review it with your students, highlighting changes.

☐ Use your course site to facilitate communication 1) from you (the instructor) to the students, 2) from the students to you, and 3) from student(s) to students(s). Consider announcements, email classlist, discussions, groups, online meetings (i.e. WebEx or Zoom), etc.

☐ Review with students how to use your course site for communication, assignment submissions, assignment feedback, checking grades, etc.

☐ Ensure that students download or otherwise have remote access to required or alternate resources.

☐ To ensure that technical and formatting changes you make are working, run a small, remote test activity with students. Offer a few points or extra credit for those who successfully complete the activity. Adjust your plan if needed.

Deliver essential content/materials

☐ Make it easy for students to find essential content for the rest of the semester (e.g. hiding past or non-essential materials and/or developing a downloadable course packet).

☐ Make sure hyperlinks are accessible to all students, including those whose countries might block some content. This Wikipedia link provides more specifics.

☐ Provide a path for all students to achieve the course learning outcomes for the rest of the semester. This may mean responding to a variety of special situations, such as documented accommodations and students whose access to Internet is limited.

Complete remote learning activities

☐ Post regular announcements of upcoming activities to your course site.

☐ Use the Brightspace Discussions tool to set up a non-graded Question and Answer discussion topic to address students' questions as they arise.
  o Train your students to use the tool.
  o This will also save your time answering the same questions.

☐ Establish regular check-in times -- normal class time and/or office hours when students should check the course (but use live check-in sparingly).

Assess student learning

- ☐ Build in methods to check understanding and provide feedback
- ☐ Share grading criteria/rubrics to students in advance.
- ☐ Update student grades to reflect their progress toward course completion.
- ☐ Establish reasonable turnaround time for feedback, based on your schedule and student needs.

Monitor student progress tips

The following tips can help you monitor student progress after switching to remote teaching.

- Which students are not logging in regularly? (Brightspace Classlist – Class Engagement)
- Which students are not participating? (Brightspace Class Progress - Summary)
- Which students are not completing work timely? (Watch for late submissions)
- Which students are scoring below a success threshold? (Brightspace Grades)

Training and Support

The CELT and ITS teams will provide training to support the transition of your course content online. Please visit the CELT events page to check and sign up for upcoming workshops and open labs. You can also visit the CELT Brightspace page to find Brightspace handouts and instructional videos.

If you need further assistance, please refer to the following ongoing support:

- Technical assistance in setting up your course in Brightspace → Visit the ITS Get Help page to submit a helpdesk ticket.
- Course design and/or teaching → Schedule a one-on-one consultation with a CELT consultant.