

Checklist for Planned Remote Teaching

Current Teaching Practice	Planned Remote Options (Check when complete)	Quick Notes
Lectures	<ul style="list-style-type: none"> <input type="checkbox"/> Record video presentations for your class using Panopto <input type="checkbox"/> Host a live online class using WebEx <input type="checkbox"/> Upload content to your Blackboard Learn course <input type="checkbox"/> Annotate or narrate lecture notes using PowerPoint <input type="checkbox"/> Link to existing online content (including Open Education Resources and others) <input type="checkbox"/> Use the Blackboard Learn Discussions tool for class discussions 	
Hands-on Activities (e.g. labs, tutorials, seminars, field trips, design labs)	<ul style="list-style-type: none"> <input type="checkbox"/> Provide raw data for virtual data analysis <input type="checkbox"/> Post online simulations, collections or demonstrations for discussion, critique, analysis <input type="checkbox"/> Provide external media files or links for virtual analysis <input type="checkbox"/> Have students submit video or digital recording of their presentations or performances 	
Group Projects & Group work	<ul style="list-style-type: none"> <input type="checkbox"/> Break large classes into smaller online groups using Blackboard Learn for collaboration and group discussions <input type="checkbox"/> Provide options for students to meet virtually (e.g. WebEx) <input type="checkbox"/> Student video recording or digital sharing of projects / performances <input type="checkbox"/> Structure peer feedback using Discussions on Blackboard Learn 	
Communications	<ul style="list-style-type: none"> <input type="checkbox"/> Email your students using the Blackboard Learn class list tool <input type="checkbox"/> Post Announcements for all students in Blackboard Learn <input type="checkbox"/> Update your course outline, email it to your students, and upload it to your Blackboard Learn course 	
Tests, quizzes and final exams	<ul style="list-style-type: none"> <input type="checkbox"/> Use the Blackboard Learn quiz tool <input type="checkbox"/> Explore online assessments such as group projects, reflective writing, written or photo essays, research reports, critiques, simulations, scenarios or case studies presentations, ePortfolios 	
Office hours	<ul style="list-style-type: none"> <input type="checkbox"/> Hold virtual office hours using WebEx <input type="checkbox"/> Create a FAQ in the Blackboard Learn Discussions tool 	
Assignments and Feedback	<ul style="list-style-type: none"> <input type="checkbox"/> Have students upload documents for grading using the Blackboard Learn Assignment tool <input type="checkbox"/> Set up the Grades tool in your Blackboard Learn course site, and connect items to assignments & rubrics <input type="checkbox"/> Have students submit video or digital recordings of their performances, presentations, or projects <input type="checkbox"/> Use rubrics to help grade assignments quickly – Blackboard Learn has a rubric tool for assignments uploaded <input type="checkbox"/> Provide digital (audio, video, or written) feedback on student assignments 	

(Adapted with permission from University of Calgary: Taylor Institute)

https://taylorinstitute.ucalgary.ca/sites/default/files/Content/Continuity/Teaching_Remotely_Checklist.pdf