## Checklist for Planned Remote Teaching

<table>
<thead>
<tr>
<th>Current Teaching Practice</th>
<th>Planned Remote Options (Check when complete)</th>
<th>Quick Notes</th>
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</thead>
</table>
| Lectures                  | □ Record video presentations for your class using Panopto  
□ Host a live online class using WebEx  
□ Upload content to your Blackboard Learn course  
□ Annotate or narrate lecture notes using PowerPoint  
□ Link to existing online content (including Open Education Resources and others)  
□ Use the Blackboard Learn Discussions tool for class discussions  |             |
| Hands-on Activities       | □ Provide raw data for virtual data analysis  
□ Post online simulations, collections or demonstrations for discussion, critique, analysis  
□ Provide external media files or links for virtual analysis  
□ Have students submit video or digital recording of their presentations or performances  |             |
| Group Projects & Group work | □ Break large classes into smaller online groups using Blackboard Learn for collaboration and group discussions  
□ Provide options for students to meet virtually (e.g. WebEx)  
□ Student video recording or digital sharing of projects / performances  
□ Structure peer feedback using Discussions on Blackboard Learn  |             |
| Communications            | □ Email your students using the Blackboard Learn class list tool  
□ Post Announcements for all students in Blackboard Learn  
□ Update your course outline, email it to your students, and upload it to your Blackboard Learn course  |             |
| Tests, quizzes and final exams | □ Use the Blackboard Learn quiz tool  
□ 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              | □ Hold virtual office hours using WebEx  
□ Create a FAQ in the Blackboard Learn Discussions tool  |             |
| Assignments and Feedback  | □ Have students upload documents for grading using the Blackboard Learn Assignment tool  
□ Set up the Grades tool in your Blackboard Learn course site, and connect items to assignments & rubrics  
□ Have students submit video or digital recordings of their performances, presentations, or projects  
□ Use rubrics to help grade assignments quickly – Blackboard Learn has a rubric tool for assignments uploaded  
□ 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