

## University of Saskatchewan Remote Teaching: Practices, Tools, and How-Tos

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

Below is a table of common teaching and learning practices, such as lectures, discussions, and group projects. In the corresponding rows, you will find suggested tools to implement these practices remotely. The hyperlinks provided in the table, take you to training and support sites for the various tools.

Teaching and Learning Practice	Remote Options and Tools
Lectures	<ul style="list-style-type: none"> <li>▪ Record video presentations for your class using <a href="#">Panopto</a></li> <li>▪ Host a live online class using <a href="#">WebEx</a></li> <li>▪ Upload content to your <a href="#">Course Tools (Blackboard)</a> course (all USask courses automatically have a Blackboard course created)</li> <li>▪ Annotate or narrate lecture notes using PowerPoint</li> <li>▪ Link to existing online content, such as lectures available on YouTube from various universities</li> <li>▪ If using Panopto videos, encourage students to use the <a href="#">Panopto Discussion</a> tool to ask written questions throughout videos</li> </ul>
Class Discussions	<ul style="list-style-type: none"> <li>▪ Use the <a href="#">Blackboard Discussions</a> tool for class discussions</li> <li>▪ Use the <a href="#">Top Hat Discussions</a> for class discussions</li> <li>▪ If using Panopto videos, encourage students to use the <a href="#">Panopto Discussion</a> tool to ask written questions throughout videos</li> </ul>
Group Projects & Group work	<ul style="list-style-type: none"> <li>▪ Break large classes into smaller online <a href="#">groups using Blackboard</a></li> <li>▪ Provide options for students to meet virtually (e.g. <a href="#">WebEx</a>)</li> <li>▪ Use Office 365/<a href="#">OneDrive</a> or Google Docs for student collaboration</li> <li>▪ Student video recording or digital sharing of projects / performances (e.g., using <a href="#">Panopto</a> or YouTube)</li> <li>▪ Structure peer feedback using the <a href="#">Discussions</a> on Blackboard</li> </ul>
Communicating with Students	<ul style="list-style-type: none"> <li>▪ Email your students, either through PAWS or using the Blackboard Email tool</li> <li>▪ Post <a href="#">Announcements</a> for all students in Blackboard</li> <li>▪ Update your syllabus / course outline, email it to your students, and upload it to your Blackboard course site</li> </ul>
Office hours	<ul style="list-style-type: none"> <li>▪ Hold virtual office hours using tools, such as <a href="#">WebEx</a></li> <li>▪ Create a FAQ in the <a href="#">Blackboard Discussions</a> tool</li> <li>▪ Create a FAQ in the <a href="#">Top Hat Discussions</a> tool</li> </ul>

Quizzes and Tests	<ul style="list-style-type: none"> <li>▪ Use the <a href="#">Blackboard Tests</a> tool for auto- and manual-graded tests</li> <li>▪ Use <a href="#">Top Hat questions</a> in “Assigned as Homework” mode <ul style="list-style-type: none"> <li>○ Note that these tools can’t prevent students from accessing course materials, books, etc.</li> </ul> </li> <li>▪ Explore changing quizzes and tests to different online assessments such as group projects, reflective writing, written or photo essays, research reports, critiques, simulations, scenarios or case studies presentations, and/or ePortfolios</li> </ul>
Assignments and Feedback	<ul style="list-style-type: none"> <li>▪ Have students upload documents for grading using the <a href="#">Blackboard Assignment submission</a> tool</li> <li>▪ Set up the <a href="#">Blackboard Grade Centre</a> tool in your Blackboard course site and connect items to assignments</li> <li>▪ Have students submit video or digital recordings of their performances, presentations, or projects – <a href="#">Panopto</a> has a “Student Video Assignment” tool – you can contact our team <a href="mailto:gmctl-support@usask.ca">gmctl-support@usask.ca</a> for support setting this up</li> <li>▪ Use rubrics to help grade assignments more efficiently – Blackboard has a <a href="#">Rubric Tool</a> for assignments uploaded</li> <li>▪ Provide <a href="#">digital inline feedback</a> on student assignments on Blackboard</li> </ul>
Readings and Resources	<ul style="list-style-type: none"> <li>▪ Upload content to your <a href="#">Course Tools (Blackboard)</a> course (all USask courses automatically have a Blackboard course created)</li> <li>▪ Speak with your Library Liaison about putting reserve items online for use in classes</li> <li>▪ Provide students with a link to <a href="#">open textbooks</a> instead of commercial texts they’d need to get physically from the Bookstore</li> </ul>

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