Online Teaching in a Hurry Checklist

As you work to adapt your course to an online format, we encourage you to reference the Resilient Teaching Website. The Resilient Teaching Mini-Course (in Sakai) offers an expanded format of each content area. Additionally, we recommend considering the following:

- Be kind to yourself and to your students.
- Establish a clear student communication plan. Send out a message that gives directions for your next class meeting. Options include:
  - Send email to all enrolled students from Online Photo.
  - Create an Announcement in Sakai.
  - Send messages in Sakai.
- Confirm/Establish Virtual Office Hours.
- Post course materials in Sakai. Clearly label each item.
  - Post Zoom invitation on the Overview page.
  - Using Sakai Effectively---Knowledge Base collection of Sakai articles
- Provide directions for asynchronous work that you would like the students to complete.
  - Leverage existing materials.
  - Selecting/Creating Asynchronous Content workshop recording.
  - Creating & Integrating Media, Worked Examples, & Screencasts.
- Plan for synchronous teaching sessions.
  - Zoom for Teaching
  - Zoom Breakout Rooms
  - Using Key Technologies---for ideas on synchronous session strategies
- Consider options for instructional strategies.
  - Class discussions:
    - Asynchronous: Discussion forum in Sakai
    - Synchronous: Zoom session occurring during the regularly scheduled class time
  - Class lectures:
    - Asynchronous: Recorded video lectures (screencasts, videos) posted to Sakai
    - Synchronous: Interactive Zoom session during the regularly scheduled class time
  - Small-Group Discussions:
    - Asynchronous: Discussion forum in Sakai
    - Synchronous: Zoom breakout rooms during the regularly scheduled class time
  - Student Work Submission
    - Designate a centralized place to collect student submissions.
- Explore ND Learning’s article, Effective Online Teaching and Learning, for additional information regarding the theory/practice of online teaching including: Differences in Approach, Benefits of Online Teaching, Design Adaptations, Developing an Online Teaching Persona, Using Asynchronous Effectively, Synchronous and Asynchronous Teaching in Zoom.