

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.