

# Redesign for Remote Teaching Checklist

## Six steps to prepare your course for online delivery

This checklist is a way to keep track of your progress when applying the approach laid out in **Redesign for Remote Teaching**. While it is presented as six steps, it is truly an iterative process. You will likely make "big picture" decisions as you go through the first time, and need to refine and adjust your plan as you go.

### 1 Plan your course framework

Remote teaching is planned in a way that aligns student activities, content, and assessment to the desired learning outcomes. A clear syllabus and a straightforward learning path in D2L Brightspace are crucial in an online course to help guide students through the course. It is here that you will lay out how students are expected to connect with you, the course material, and each other.

#### Tasks

- a) Identify the learning outcomes of your course
- b) Create a clear learning path in your course syllabus
- c) Replicate the learning path in your syllabus to D2L Brightspace

Notes:

### 2 Adapt content delivery for remote teaching

Course content is a core part of any course. With remote teaching, you need to reconsider when and how you will deliver content. What mix of synchronous and asynchronous communication and content delivery methods will you use? We provide the 'how-to's' for both environments. Consider student access, accessibility, and engagement as you make content delivery decisions.

#### Tasks

- a) Make a week-by-week plan for asynchronous and/or synchronous content delivery
- b) Review current materials and find opportunities to break them into smaller chunks
- c) Ensure that you deliver course content in an accessible way

Notes:

# Self-guided Remote Teaching Checklist

## 3 Plan student-to-content interaction

In a remote course, opportunities for students to engage with course content should be intentional and planned. Strategies that regularly allow them to test their learning and engage with the skills and knowledge can be provided in many ways that align with learning outcomes will motivate students to engage with the content and promote learning.

### Tasks

- a) Plan activities that are engaging, accessible, and related to learning outcomes
- b) Provide students with the opportunity to test their knowledge, practice skills, or reflect on the course content throughout the course
- c) Consider ways to give students the opportunity to contribute to course content and resources

Notes:

## 4 Plan student-to-student interaction

Especially in the remote environment, creating opportunities for students to engage with each other as they learn and to create community is intentional and necessary. Activities designed to promote student interaction with each other supports learning and provides students with an opportunity to stay connected. These activities can be synchronous or asynchronous.

### Tasks

- a) Plan activities that are structured and collaborative with clear instructions and expectations
- b) Determine whether and how activities will be assessed
- c) Ensure that your student to student activities are accessible and inclusive

Notes:

# Self-guided Remote Teaching Checklist

## 5 Plan student-to-instructor interaction

In a remote environment, creating opportunities to project your presence for your students is a key component of their success. Take time to get to know your students, and help your students get to know you. Strategies for creating a connection for your students can be as simple as providing brief introductions to the up-coming week, introducing yourself at the beginning of the course and responding to student questions. It is important to set expectations early, and frequently communicate with your students throughout the course.

### Tasks

- a) Create a classroom community and let your students get to know you
- b) Plan how you will communicate with your students throughout the course
- c) Communicate your expectations and lines of communication with your students

Notes:

## 6 Revisit your assessments

In remote teaching, assessment plays an important role in guiding students through the learning path of the course. Consider integrating low-stakes formative assessment opportunities throughout your course to allow students to test their understanding and to scaffold their learning. Develop alternatives to traditional exams that allow students to demonstrate their knowledge while maintaining academic integrity and inclusion.

### Tasks

- a) Ensure your learning outcomes align with your assessments
- b) Revisit methods of assessment and weighting
- c) Design assessments that maintain academic integrity

Notes: