

Prepare For Remote Teaching

<https://www.gvsu.edu/ftlc/academic-continuity-331.htm>

1. Think through your content for the next 4 weeks and decide what is imperative to the course and what can be left out.
 - Consider realistic goals for continuing instruction
 - Review your course schedule to determine priorities
 - Review your syllabus for points that must change
 - Identify your new expectations for students
2. Create separate folders on your computer that will represent each week of the remainder of the semester. Put all the content that will be delivered week-by-week in the appropriate folder.
3. Meet with faculty facilitators to make decision on how to appropriately deliver the content on-line. Pick tools and approaches familiar to you and your students
4. The following links provide a step by step guide for how to put content online. Please use these links and your faculty facilitators to help you get your course ready.
 - **How to communicate with students**
<https://keep Teaching.iu.edu/strategies/index.html>
 - **How to distribute course materials and readings**
<https://keep Teaching.iu.edu/strategies/index.html>
 - **How to deliver lectures**
<https://keep Teaching.iu.edu/strategies/index.html>
 - [Panopto Videos](#) – Record or narrate a PowerPoint lecture, create engaging video content, post instructional videos to a Blackboard course.
 - **How to run lab activities**
<https://keep Teaching.iu.edu/strategies/index.html>
 - **How to foster communication and collaboration among student**
<https://keep Teaching.iu.edu/strategies/index.html>
 - [Online Discussions](#) – Create small or large group online Blackboard discussions to allow students to debate, support and supplement their course readings in place of in-seat discussion.
 - **How to collect assignments**
<https://keep Teaching.iu.edu/strategies/index.html>
 - [Online Assignments](#) – Instead of having students bring a hard copy of their work to class or having them send all kinds of email attachments, consider using the online assignment tool in Blackboard.
 - **How to assess student learning**
<https://keep Teaching.iu.edu/strategies/index.html>
 - [Online Quizzes and Tests](#) – Blackboard allows for online quizzes and tests that can include 15 question types, including multiple choice, true/false, matching, fill-in-the blank, and short answer/essay.
 - [Respondus LockDown Browser & Monitor](#) – Provides faculty with the ability to help ensure academic integrity by enforcing students to use a secure browser and also a webcam to monitor student assessment sessions.
 - **Additional GVSU specific strategies:**
 - [Blackboard](#) – All faculty and students have access to Blackboard at GVSU. Further, all courses have a section with enrollment automatically updated in Blackboard. Using the system, faculty can continue teaching and learning through: sending announcements, uploading lecture notes and class materials, collecting online assignments, facilitating online discussions, assigning online quizzes, sharing feedback and grades with students, posting instructional videos, and hosting live virtual office hours.
 - [Live Class Meetings and Virtual Office Hours](#) – Offer students an opportunity to attend a live class meeting or virtual office hour appointment, use Blackboard Collaborate Ultra to host a video conferencing session.