

Checklist for Teaching Remotely

Current Teaching Practice	Online/Remote Options	Ready
Lectures	<ul style="list-style-type: none"> Record video presentations for your class using your chosen device: laptop, video camera, or phone Host a live online class using Webex Upload content to your UM Learn course Annotate or narrate lecture notes using PowerPoint Link to existing online content – UM Libraries, Publisher resources, or other online resources Use the UM Learn Discussions tool for class discussions 	
Hands-on activities (e.g. labs, tutorials, seminars, field trips, design labs)	<ul style="list-style-type: none"> Provide raw data for virtual data analysis Post online simulations, collections or demonstrations for discussion, critique, analysis Provide external media files or links for virtual analysis Have students submit video or digital recording of their presentations or performances 	
Group projects and group work	<ul style="list-style-type: none"> Break large classes into smaller online groups using UM Learn Provide options for students to meet virtually (e.g. Webex) Student video recording or digital sharing of projects or performances Structure peer feedback using the Discussions on UM Learn 	
Communications	<ul style="list-style-type: none"> Email your students using the UM Learn class list tool Post Announcements for all students in UM Learn Update your course outline, email it to your students, and upload it to your UM Learn course site 	
Tests, quizzes, and final exams	<ul style="list-style-type: none"> Use the UM Learn quiz tool Explore online assessments such as group projects, reflective writing, written or photo essays, research reports, critiques, simulations, scenarios or case study presentations, ePortfolios 	
Office hours	<ul style="list-style-type: none"> Hold virtual office hours using Webex Create a FAQ in the UM Learn Discussions tool 	
Assignments and feedback	<ul style="list-style-type: none"> Have students upload documents for grading using the UM Learn Assignments tool Set up the Grades tool in your UM Learn course site, and connect items to assignments Have students submit video or digital recordings of their performances, presentations, or projects Use rubrics to help grade assignments quickly – UM Learn has a rubric tool for assignments uploaded Provide digital (audio, video, or written) feedback on student assignments 	

For more information or assistance with UM Learn and Webex, please call: **204-474-8600**, or email: ServiceDesk@umanitoba.ca
For assistance in teaching remotely, please email: TheCentre@umanitoba.ca