## Checklist for Teaching Remotely

<table>
<thead>
<tr>
<th>Current Teaching Practice</th>
<th>Online/Remote Options</th>
<th>Ready</th>
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</table>
| Lectures                                      | • Record video presentations for your class using YuJa  
• Host a live online class using Zoom  
• Upload content to your D2L course  
• Annotate or narrate lecture notes using PowerPoint  
• Link to existing online content (including Open Education Resources, Merlot.org, OASIS and others)  
• Use the D2L Discussions tool for class discussions |       |
| Hands-on Activities (e.g. labs, tutorials, seminars, field trips, design labs) | • 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 & Group work                   | • Break large classes into smaller online groups using D2L  
• Use Office 365 for student collaboration  
• Provide options for students to meet virtually (e.g. Zoom)  
• Student video recording or digital sharing of projects / performances  
• Structure peer feedback using the Discussions on D2L |       |
| Communications                                | • Email your students, either through Peoplesoft or using the D2L class list tool  
• Post News for all students in D2L  
• Update your course outline, email it to your students, and upload it to your D2L course site |       |
| Tests & quizzes and final exams               | • Use the D2L quiz tool  
• Explore online assessments such as group projects, reflective writing, written or photo essays, research reports, critiques, simulations, scenarios or case studies presentations, ePortfolios |       |
| Office hours                                  | • Hold virtual office hours using Zoom  
• Create a FAQ in the D2L Discussions tool |       |
| Assignments & Feedback                        | • Have students upload documents for grading using the D2L Dropbox tool  
• Set up the Grades tool in your D2L 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 – D2L has a rubric tool for assignments uploaded  
• Provide digital (audio, video, or written) feedback on student assignments |       |

For more information, please refer to the Taylor Institute for Teaching and Learning’s Teaching Continuity website at [https://taylorinstitute.ucalgary.ca/teaching-continuity](https://taylorinstitute.ucalgary.ca/teaching-continuity)

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