



Quick Guide to Remote Teaching Options

As we shift to a remote teaching and learning context, instructors should review their instructional strategies, content, and assessment practices. Many in-class and face-to-face lessons, activities, and assessments can be delivered online with slight adjustments. A few things to keep in mind:

1. **Communication is key:** Communicate course expectations with students, and inform students the best ways for them to ask questions, stay connected to the course
2. **High proficiency in technology is not required:** The speed of this transition means that you most certainly have not had time to master all the tech tools that you could use. Remember that this is okay. Use those tools that are already familiar to you and your students.
3. **Flexibility and Compassion** are always important, but more important now. There is a heightened level of stress right now, not just for Humber students but throughout the world. Consider how your students are coping with this added stress and uncertainty.
4. **Reduce and simplify:** What is at the heart of the learning that remains in your course? How can you facilitate this through tech tools that are already familiar to you and your students? Consider this quick chart as a guide, and see our [Activity Planner](#) for more detail.

Current Practice	Immediacy	Remote Options
Student Communication and Office Hours	Live "Synchronous"	<ul style="list-style-type: none"> ▪ This can be simple: Choose a method that you like and that all students can access. Regular communication will ease stress. ▪ Speak with a student over the phone. ▪ Hold virtual office hours over Blackboard Collaborate Ultra, Microsoft Teams, or Zoom. Be sure all students have access.
	Anytime "Asynchronous"	<ul style="list-style-type: none"> ▪ Consider recording a short video message to introduce students to the new plan and to reassure them. Record a short video with your phone or laptop using Panopto, and share the link on Blackboard. ▪ Update your Critical Path, post it on Blackboard and email it out. ▪ Sending messages via Blackboard is a good place to start: Email your students individually or as a group. ▪ Post announcements, newsletters and/or updates on Blackboard ▪ Create an FAQ thread on Blackboard and update it as needed. ▪ Build in redundancies for all Live methods (e.g. if you meet live online, be sure to send related information via email in case anyone requires written content and/or encounters technical difficulties.)
Lectures	Live	<ul style="list-style-type: none"> ▪ Webinar time! Host a live class using Blackboard Collaborate Ultra.
	Anytime	<ul style="list-style-type: none"> ▪ Record a mini-lecture or video presentation using Panopto ▪ Upload content (articles, links, videos, etc.) to Blackboard ▪ Narrate your lecture using PowerPoint ▪ Link to existing online content (using Open Education Resources) ▪ Use Blackboard discussion boards

Hands-on Activities (e.g. labs, etc.)	Live	<ul style="list-style-type: none"> ▪ Invite a group into Blackboard Collaborate Ultra and demonstrate a task for them. You can share documents and share your screen! ▪ Have a discussion through a Microsoft Team or WebEx chat ▪ Walk a student through a step-by-step task over the phone.
	Anytime	<ul style="list-style-type: none"> ▪ Provide raw data for virtual data analysis ▪ Post online simulations or demonstrations for discussion. ▪ Provide external media files or links for virtual analysis ▪ Have students submit video or digital recordings of their presentations or performances. ▪ Explore our list of EdTech options for many creative solutions.
Group Projects and Group Work	Live	<ul style="list-style-type: none"> ▪ Break classes into smaller groups in Blackboard Collaborate Ultra ▪ Provide options for students to meet virtually using other tools such as Zoom or Microsoft Teams
	Anytime	<ul style="list-style-type: none"> ▪ Use Google Docs or Microsoft 365 for student collaboration. Students can say, “Meet you in the doc!” ▪ Student digital sharing of projects / performances ▪ Students can be invited to view each other’s blogs or online portfolios and share comments ▪ Groups can use Padlet to post and share resources very easily ▪ Students can share feedback with Blackboard Discussion Boards
Assignments and Feedback	Live	<ul style="list-style-type: none"> ▪ Discuss students’ projects over the phone (best in small classes) ▪ Run a quiz in Blackboard Click here for support.
	Anytime	<ul style="list-style-type: none"> ▪ Have students upload documents for grading using Blackboard. ▪ Set up your Gradebook tool and connect to assignments. ▪ Use rubrics to grade assignments quickly. ▪ Blackboard has an integrated rubric tool that can be helpful. ▪ Consider creative options that actually save time, like providing digital (audio, video or written) feedback on student assignments. ▪ For low tech solutions, consider having students email you responses and you can email back feedback.
Tests and Final Exams	Live	<ul style="list-style-type: none"> ▪ This is the time to consider alternatives to live testing. Read more here and consider setting a meaningful assignment instead. ▪ Use the Blackboard “quiz” tool. We are here to support you.
	Anytime	<ul style="list-style-type: none"> ▪ Consider small projects, reflective writing, written or photo essays, research reports, critiques, simulations, interviews, case studies, digital presentations, ePortfolios, and more! ▪ Please refer to our activity planner to help make your decision.
We Got You! Teaching & Learning Support	Live	<ul style="list-style-type: none"> ▪ Live training sessions are listed here: https://sites.google.com/view/learningcontinuitykit/virtual-training ▪ Reach out for help with teaching decisions AND technical support: https://sites.google.com/view/learningcontinuitykit/talk-to-someone-for-help
	Anytime	<ul style="list-style-type: none"> ▪ Our Learning Continuity Kit is always being updated! https://sites.google.com/view/learningcontinuitykit/home ▪ Share ideas with other faculty members at Humber here: https://padlet.com/HumberTeach/RemoteStrategies