Sac State Checklist on Action Items Faculty can take to Teach On!

Adapted from CSU East Bay (thank you!)

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| https://lh3.googleusercontent.com/HaOyNqCI9btRvZ4Lu1PcbAXS3PzXEVbGdIh5Vt7Du5VL7hwfmsPpgYttZRSpXTegBpVaX0soL29XM7FKsF76wbac1MTDRX4eApS-7HcPUiH-FP4oKk17apmXU0RBUdXbknMaXa_W | **Action Item** | **Things to Consider** | **Support Resources** |
|  | **Utilize Canvas**  Use Canvas to provide content, grade assignments, and communicate with students. | * Can I organize information into modules (i.e readings, assignments, quizzes, etc.) * How can I support students in using Canvas? * How will I communicate these changes to students? * Do students have technology, bandwidth issues? | * [Canvas for faculty links here](https://community.canvaslms.com/community/answers/guides/video-guide" \l "jive_content_id_Instructors) * [Canvas for student links here](https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students) |
|  | **Syllabus**  Place your syllabus and other course documents in Canvas | * Does my syllabus need to be updated with information specific to online learning/continuity of instruction preparedness? * Is my syllabus clearly posted in the course? * Are detailed assignments and/or project directions posted or linked within the Canvas course shell? | * [Link for how to upload a file to Canvas](https://www.csus.edu/information-resources-technology/teaching-learning/instructional-video.html) * [Assignment Tips Video](https://www.youtube.com/watch?v=rT2diASuVv4&t=241s) * [Transparency in Learning and Teaching](https://tilthighered.com/transparency) |
|  | **Communication & Attendance**  Clarify your communication plan with students and make sure they have a place to communicate with you and each other to answer questions. Adjust attendance policy so students that become ill are not penalized. | * Let students know the ‘best means of communication’ (i.e. email and/or Canvas messaging; if you don’t plan to use Canvas messaging, announce this and make it unavailable.) * Set up a Q&A Discussion Forum where general course questions can be asked and answered so everyone benefits from your response * Set up  days/times for office hours in Zoom * Consider other options like Canvas discussion, or Google hangouts. * Offer an option for remote attendance using Zoom recording * Inform students that they will not be penalized for missed classes if directed by a medical professional. | * [Canvas link for how to use discussion feature](https://community.canvaslms.com/videos/1109-discussions-overview-instructors) * [Link to how to setup Zoom for office hours](https://www.youtube.com/embed/ZAYv8sVPTxU?rel=0&autoplay=1&cc_load_policy=1) * [Link to Getting to know Zoom tutorials from Sac State](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials#jive_content_id_Instructors)%20%E2%80%A2%20Canvas%20Student%20Video%20Guides%20(if%20you%20want%20to%20send%20students%20information)%20(link%20to:%20https://community.canvaslms.com/community/answers/guides/video-guide) |
|  | **Teaching Class** | * Prepare to deliver class from home or non-campus location * Check internet speed and wireless bandwidth with provider * Consider Zoom break out groups for synchronous small group discussion * Consider having students record their oral presentations * Rethink group projects for Zoom, discussion boards * Prepare video lectures with Zoom, Camtasia, MediaSite * Consider checking for understanding with quizzes in Canvas * Learn about respondus * Receive papers via Canvas | * [Link to Zoom help](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials#jive_content_id_Instructors)%20%E2%80%A2%20Canvas%20Student%20Video%20Guides%20(if%20you%20want%20to%20send%20students%20information)%20(link%20to:%20https://community.canvaslms.com/community/answers/guides/video-guide) * [Link to Camtasia](https://www.techsmith.com/tutorial-camtasia.html) and [tutorials](https://www.techsmith.com/tutorial-camtasia-working-with-the-canvas.html) * [Link to MediaSite](https://www.csus.edu/information-resources-technology/software-catalog/#mediasite) and [tutorials](https://learn.mediasite.com/course/using-mediasite-with-your-canvas-lms/) |
|  | **Assignments and Feedback:**  Develop a plan for submission of assignments, projects etc. via Canvas | * Due dates clearly stated in each assignment * Students are able to submit an assignment in Canvas and possibly in multiple formats / ways (i.e. Google Doc, File upload, text entry, etc.) * Reading assignments marked with ‘To Do’ Date? * Able to provide feedback on line via grade center, video lecture, discussion forum, or email. | * [Link to how to create exam in Canvas](https://community.canvaslms.com/videos/1118-quizzes-overview-instructors) * [Link to learn how to create an assignment on Canvas](https://community.canvaslms.com/videos/1092-assignments-overview-instructors) * [Link to video on how to use Turnitin (plagiarism prevention tool)](https://help.turnitin.com/feedback-studio/canvas/lti/instructor/creating-and-managing-assignment/creating-a-canvas-lti-assignment.htm) * [Link to how to use rubrics in Canvas](https://community.canvaslms.com/videos/1518-rubrics-overview-instructors) * [Student self-checklists for assignments](https://community.canvaslms.com/videos/1092-assignments-overview-instructors) * [Suggestions about F2F seat time vs. Online Engagement hours and suggested equivalences](https://docs.google.com/document/d/1kJTUZnKHhUcJ91Y48U9vanXDsHEBVKioXJosoPIOwgE/edit?usp=sharing) |
|  | **Exams / Quizzes** | * Quizzes available online * Take home midterms via Canvas * Move multiple choice tests to Canvas * Use Respondus Lockdown browser to help prevent cheating | * [What is Respondus?](https://www.youtube.com/watch?v=XuX8WoeAycs) * [Link to Respondus and respondus lockdown browser](https://www.csus.edu/information-resources-technology/software-catalog/#teaching-learning) |
|  | **Grading/Gradebook**  Update grades in Canvas | * Current assignments graded * Consider releasing grades automatically. * Establish a complete and frequently updated gradebook to enable continuity should instructor become ill. * Ensure that a final grade can be issued if  the instructor of the course is ill and/or away from campus | * [Link to Canvas gradebook tutorial](https://community.canvaslms.com/videos/4325-gradebook-overview) |
|  | **Course Content/Resources:**  Create a contingency plan for students that use physical resources on campus to do their work (Library Reserves, campus computers, software, etc). | * Is there an ebook or online access for my textbook? Some publishers are making them available if hard copy purchased * Remind students of Canvas app * If you are teaching from a print text, [review the copyright fact sheet for guidance](https://docs.google.com/document/d/1oAYuEHzMbL2hUqL6lHFWKQgy7P-zxWCgC-uNIsIukis/edit?usp=sharing). | * [Search the library catalog to see if your text is available online or as an ebook](https://library.csus.edu/) |
|  | **Accessibility:** Using universal design principles and support, strive for accessibility over accommodation. Plan for flexibility when accessibility tools fail. Have alternatives for students. | * Check for accessibility * Check course content on mobile to insure mobile users can see learning modules, discussion forums, and access assignments * Apprise students of the tools for creating accessible content * Use tools that provide captioning * Consider letting students know the browser you use to view your course. Check other browsers periodically. * Adjust the time for students who have testing accommodations through SSWD. | * [Sac State Accessibility links](https://www.csus.edu/information-resources-technology/ati/accessibility-statement.html) * [Captioning in YouTube](https://support.google.com/youtube/answer/2734796?hl=en) * [Use GrackleDocs to make Google documents accessible](https://docs.google.com/document/d/1wH8KMX2Qjc1CH8eoXCi7F_8oVaFKwsbK0zLIS7vSYIg/edit?usp=sharing) * [Link to Canvas how to adjust the time for a quiz](https://community.canvaslms.com/videos/1118-quizzes-overview-instructors) |