Preparing to Teach Remotely

Faculty Check List:
Modified from an original created by Loren Schriefer in the Nutrition Department.

Please use this check list to help you become aware of and act on critical issues for remote teaching. Links to resources at the TIDES or FIC websites to help in any areas where you said "No" are given.

1. Communicate with students

Yes	No	N/A	Question
			I know what information I need to communicate with my students.
			I know how I am going to communicate with my students
			I have communicated with my students ahead of our return to classes. *(must be done by 12N on Friday, March 27th)*
			I have implemented (or plan to implement) a practice run for an online class or meet-up (e.g. w/ Zoom) before March 30th. (not mandatory for students)
			My students know how to contact me remotely.
			I have a way to facilitate discussion with groups of students remotely.
			Students have a way to contact each other and collaborate online.

For more information about communicating with students:
https://cns.utexas.edu/tides/faculty/remote-teaching#communicating-with-students

2. Plan to give students access to information normally presented in class

Yes	No	N/A	Question
			I know how I am going to present information online.
			My students can read, watch, and/or listen to my lectures online.
			I use audio or video materials in class and I know how to share these with my students.
			I am prepared to take steps to ensure my online course materials are accessible to students with disabilities.

For more information about giving students access to information:
https://cns.utexas.edu/tides/faculty/remote-teaching#delivering-content
https://facultyinnovate.utexas.edu/instructional-continuity-instructional-activities

3. Students have access to assignments online

Yes	No	N/A	Question
			I know where I am going to make assignments available online for my students.
			I know how to use the technology I need to make assignments available.
			My students can turn in homework/projects online.

For more information about giving students access to assignments:
https://cns.utexas.edu/tides/faculty/remote-teaching#turning-in-assignments
https://utexas.instructure.com/courses/633028/pages/keep-teaching#Assignments

4. Assessing students

Yes	No	N/A	Question
			I know about options for online assessments.
			I have decided on methods for giving quizzes or exams to my students online.
			I know how to use appropriate technology for administering online assessments.

For more information about assessing students:
https://cns.utexas.edu/tides/faculty/remote-teaching#assessment-and-grading-exams-amp-quizzes
https://facultyinnovate.utexas.edu/instructional-continuity-instructional-activities

5. Teaching Assistant Help

Yes	No	N/A	Question
			I have identified and solicited ways TAs can continue to support my class; e.g. preparing materials, conducting remote office hours & discussion sections, grading.
			I have communicated with my TAs, and have offered guidance on any training they need, e.g. learning how to use helpful technologies (e.g. Zoom, Canvas).
			My TAs have the knowledge and capability to continue supporting the classes.

For more information about managing your teaching assistants:
https://cns.utexas.edu/tides/faculty/remote-teaching#managing-your-teaching-staff-eg-ais-tas-ugtas-mentors

6. Revised my Syllabus

Yes	No	N/A	Question
			I have updated my syllabus with any pertinent changes to participation, assignments/deadlines, assessments, and other topics.
			I have submitted a **mandatory** Course Plan for Instructional Continuity for each class I teach here: continuity survey *(This must be completed by Friday, March 27th)*

For more information about revising your syllabus:
https://cns.utexas.edu/tides/faculty/remote-teaching#revising-your-syllabus

7. Resources for my students

Yes	No	N/A	Question
			I have identified relevant resources for my students.
			I have shared relevant resources with my students.

For more information about resources for your students:
https://cns.utexas.edu/tides/faculty/remote-teaching#resources-for-your-students

If you need additional support or to ask questions, reach out to:

- TIDES Instruction Consultants: tidesinstruct@cns.utexas.edu

- Departmental Point-of-Contact listed here: https://cns.utexas.edu/tides/faculty/remote-teaching