



# Remote Ready Teaching Checklist

This document is designed for those facilitating and supporting live, online sessions under emergency or unexpected conditions. The technical details focus on **Zoom**.

You will likely use a mix of asynchronous (**not** in the same place at the same time) and synchronous (same place, same time) types of instruction in your online courses. Live, online sessions are an example of synchronous instruction, and that “same place” is the Zoom platform, with everyone connecting remotely from the privacy of their own home/office.

This checklist is not intended to be a replacement for Zoom or Canvas “best practices” and troubleshooting documentation, or the training you receive at your College.

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## Create & Share Your Session Details

- ❑ **Create your live (synchronous) session in Zoom.** Follow the instructions received through the training provided by your College.
- ❑ **Share your live (synchronous) session link with students.** Follow the instructions received through the training provided by your College.
- ❑ **Create your supplemental Canvas Course.** Follow the instructions received through the training provided by your College. A **Remote Ready Layout** is available to you through the District Alamo Colleges Online office. (You may use a layout provided by your College.)

## Reminders

- ❑ **Remind students of your session start date/time.** Send an email in Canvas the day before and then about an hour before your session starts.
- ❑ **Remind yourself.** For those used to commuting to campus and face-to-face teaching, remote sessions will be quite different. They can be easy to forget. Set a few alarms on your personal devices. Give yourself plenty of time, to allow for any technical challenges.
- ❑ **Remember accessibility.** Consult with your institution’s accessibility services office, especially if you have students with documented requests for accommodations that could be impacted by the shift from face-to-face learning to remote learning.
- ❑ **Less is more.** Don’t expect to be able to accomplish as much as you’d like, especially in your first few sessions. Allow plenty of time to get everyone comfortable with using the remote learning platform and to answer

questions. Prioritize checking in with students on a human level. You might have to sacrifice some content. Remember, your best is good enough.

## Session Preparation Essentials

- ❑ **Share technical guides with your audience.** It might be someone’s first time in Zoom, so consider reminding students in advance that technical information is provided in the Canvas Course supplement. Include this in your reminder email along with other information that your students need in order to come prepared (assignments, readings, etc.)
- ❑ **Use a headset and a microphone (if available).** This provides a clear way to capture your voice, and allows you to more clearly hear conversations. Encourage your participants to do the same. Basic earbuds that include a microphone also work very well.
- ❑ **Position your webcam and light source.** An external (USB) camera might provide a better visual experience for your audience than your built-in laptop webcam, but use what you have. Position your webcam at eye-level (a stack of textbooks works well as a “booster seat”). Position your light source directly in front of you to illuminate your face.
- ❑ **Run a tech check.** Test your computer, camera, and microphone in Zoom at least 24 hours before your scheduled meeting by logging into your session. Use all the equipment (including headset or earbuds) that you plan to use during your session.
- ❑ **Join from a location with a strong internet connection.** Reduce background noise by going to a private space.

A wired connection is best. If you are using WiFi, then connect from your home or office. WiFi in public locations can be spotty and not recommended.

- ❑ **Be on time.** Plan to arrive at least ten minutes before your scheduled meeting. Do another tech check and prepare your desktop for screen-sharing. You can also start interacting with your learners in the chat. Lots of great conversations happen before sessions even begin.
- ❑ **Appearance matters.** Clean up your background (what is visible behind you in your physical location) to ensure that it's appropriate/not distracting. Check your lighting conditions. Lastly, be aware of your behavior. When you are on video, people can see what you are doing at all times. It can be easy to forget you're on camera, so just be mindful.
- ❑ **Record the meeting.** This allows you to share it with learners who weren't able to attend. Make sure that everyone consents before proceeding. If you forget to record, set a (quiet) alarm to nudge you.

## Interacting with Participants

- ❑ **Demonstrate instructor presence.** If you are making a rapid shift from face-to-face to remote instruction, your students will likely know you already. However, take a moment to say "hello" at the start of the session and check in with them see how they are managing.
- ❑ **Support and refer.** Remind your students that College support services are available and can be found in the Academic & Student Resources page in the Canvas Course supplement. Consider sharing this in your meeting preparation/reminder emails in advance of each session.
- ❑ **Set expectations early on.** Share the agenda and explain how you want your learners to participate. Should they use non-verbal feedback using the raise hand, yes, no, go slower, go faster, etc. features in Zoom? Be clear, and take a few minutes to demonstrate the features you'll be using (and which you expect participants to use).

## In-Meeting Tips

- ❑ **Mute audio when not speaking.** All noises can be picked up by your microphone including typing, shuffling papers, etc. Minimize distractions by muting your microphone when you're listening. If you are the meeting host (main presenter), you can "mute all."
- ❑ **Check the chat box.** Some participants might not be able to speak up during the meeting. Others might have technical difficulties. The chat box can be used to address those issues as well as provide another place where conversation can take place during the meeting.
- ❑ **Check on your screen-sharing.** If you're not sure

whether your participants see the content you've intended to screen-share, ask them! If something's not working right, remember that you can always send files or website links to your participants through the chat. Do your best and don't let tech challenges throw you off track.

## Engagement Tools

- ❑ **Start and end strong.** Primacy-recency effect states that people will most remember the first and last five minutes of a learning experience. Use your time wisely by planning a strong start and finish. Stories, videos, images, chats, and polls can all boost engagement.
- ❑ **Use the chat.** The chat is your best friend in an online session. While we might discourage chatting in a land-based classroom, the opposite is true in an online session. Encourage your students to comment about the topic at hand in the chat. This will keep them engaged and active. Ask lots of questions, especially if you're lecturing, and comment on students' responses in the chat. It's very easy to use the chat for an informal poll (e.g., share one word that comes to mind when you think of today's topic).
- ❑ **Switch it up.** Just as we want to be mindful of the length of lectures in a land-based classroom, the same is true in an online session. In addition to punctuating your lecture with questions and engaging students in the chat, try not to lecture for more than 10 minutes. Take a break, do an activity, and then resume your lecture if needed.

## Acknowledging Anxiety

- ❑ **Recognize your own anxiety.** Aside from the abrupt shift from face-to-face to remote instruction, the *reasons* behind that shift might be ramping up our stress and anxiety. It is also very normal to feel camera-shy, even if you've been teaching in front of a classroom for years. Take a deep breath, and remember that perfection is not the goal. Be human, do your best, and ask for help when you need it.
- ❑ **Recognize your students' anxiety.** Students may experience higher levels of stress and anxiety that might impact their classroom behavior or experience.

## Wrapping Up

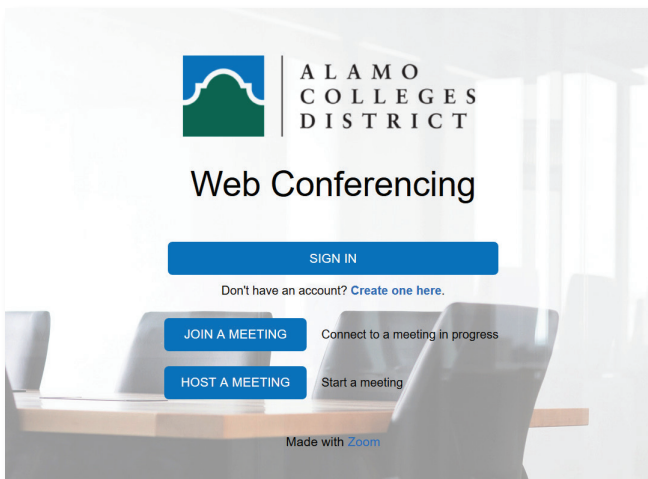
- ❑ **Remember to stop the recording.** Tell your participants when you do so, as they might have some questions that they were too shy to pose during the recording.
- ❑ **Stick around a bit.** Wait for a few participants to leave before you hit the "end meeting" button, so that the closing doesn't feel so abrupt. Thank participants for their time and remember to send any follow-up materials as close as possible to the session timing, so that it's still fresh in participants' minds.

# Zoom Guide

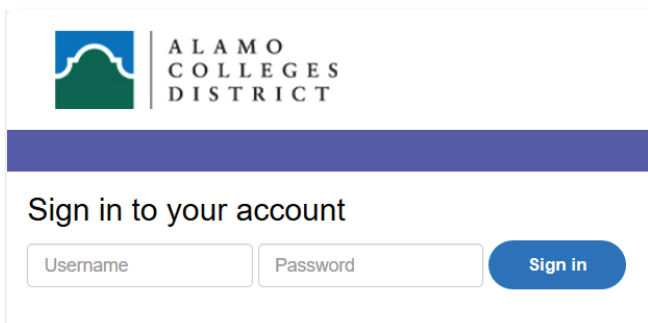
## CREATING A ZOOM ACCOUNT

To get started, you will need to create a Zoom account. Follow the steps below:

1. Navigate to [alamo.zoom.us](https://alamo.zoom.us). (Save this link as a favorite to your browser menu bar.)
2. Click the **Sign In** button.



3. Enter your ACES username and password on the ACES sign in screen.



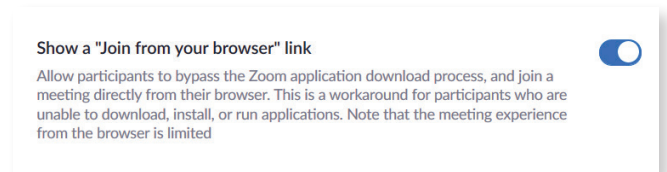
## CHECKING ACCOUNT SETTINGS

Ensure the "Join from your Browser" link is enabled in Settings so that it prompts when students join your meeting.

**To show a "Join from your Browser" link for your own meetings:**

1. Sign into your Zoom account on the web and click **My Meeting Settings** (if you are an account administrator) or **Settings** (if you are an account member).

2. Navigate to the **Show a "Join from your browser" link** option on the Meeting tab, under In Meeting (Advanced).
3. Verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it.



4. If a verification dialog displays, choose **Turn On** to verify the change.

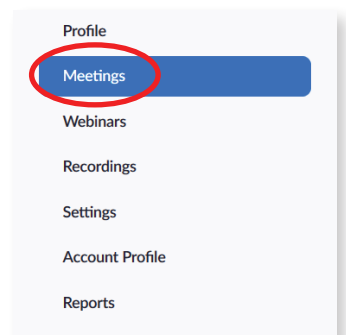
*Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.*

## SCHEDULING A ZOOM MEETING

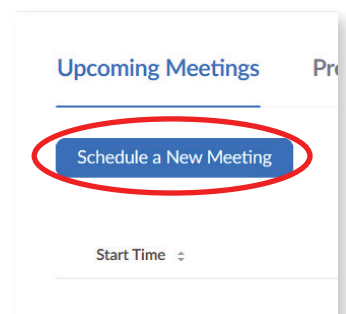
This will focus on scheduling a Zoom meeting using a web browser (as opposed to a desktop or web application), in the event that students do not have access to Canvas for the in-person classes.

Additional Zoom resources can be found in the [Keep Teaching Resources](#) website.

1. Login to [alamo.zoom.us](https://alamo.zoom.us) to access your Zoom account.
2. Click on **Meetings** in the left navigation bar.



3. Select **Schedule a New Meeting**.



Enter the following information to set meeting details.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 03/16/2020 4:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-5:00) Central Time (US and Canada)

Recurring meeting

Registration:  Required

Meeting ID:  Generate Automatically  Personal Meeting ID 628-653-7779

Meeting Password:  Require meeting password

Video: Host  on  off; Participant  on  off

Audio:  Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

Meeting Options:  Enable join before host;  Mute participants upon entry;  Enable waiting room;  Only authenticated users can join;  Record the meeting automatically

Alternative Hosts: Example: mary@company.com, peter@school.edu

Enter title of meeting.

Enter description (optional).

Enter date and time.

Enter meeting duration.

*Note: Meeting will still continue if allocated time is exceeded.*

Select Central Time zone.

**Check** Recurring Meeting box for multiple occurrences and fill in parameters.

**Uncheck** Required box.

**Select** Generate Automatically radio button.

**Uncheck** Require meeting password.

**Select "on"** for both Video radio buttons.

**Select "Both"** for Audio setting.

**Check** Enable join before host.

**Check** Mute participants upon entry.

**Check** Record the meeting automatically. (Use this setting to automatically record your sessions. It is best to record in the cloud.)

Watch the [Scheduling a Meeting](#) video guide for more information.

Important Notes: The video guide shows the scheduling process from a web browser and not the Zoom desktop or mobile applications which may look slightly different. Since this is a generic video, use the steps specific to Alamo Colleges best practice for this situation (based on the Remote-Ready Boot Camp training course).

## Meeting with Students

You can meet or communicate or meet with your students in the following ways:

- Follow same process to communicate via inbox email
- Use the above procedures for scheduling a Zoom meeting to do an individual meeting with a student if needed.

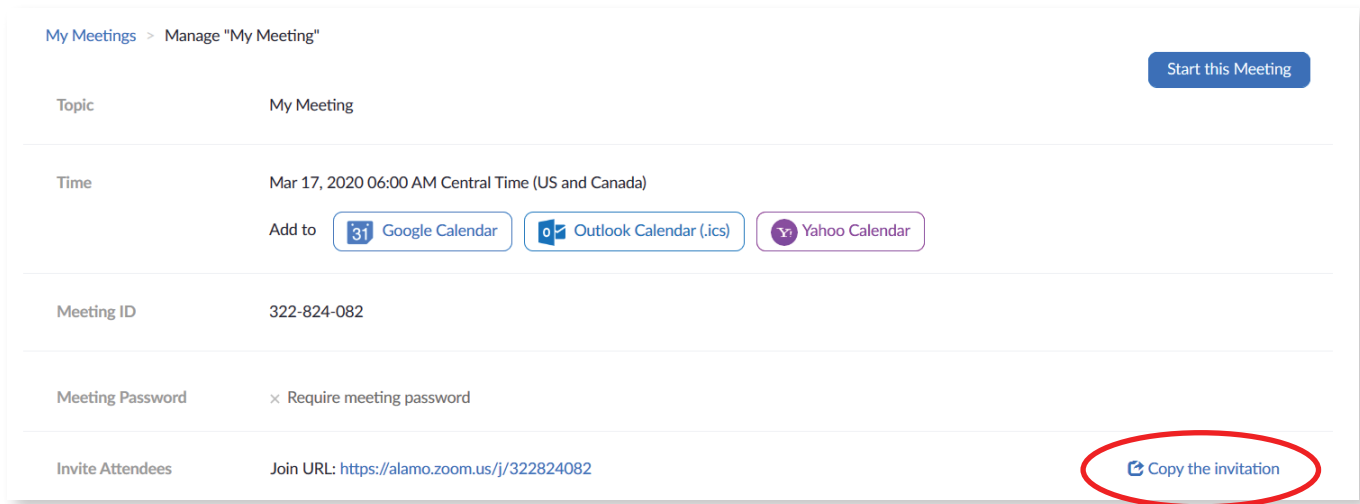
## SENDING A MEETING INVITATION

When inviting students to a meeting, the preferred method is to select **Copy the Invitation**, which provides detailed instructions on how to join the meeting. The Join URL link only provides the link without additional information.

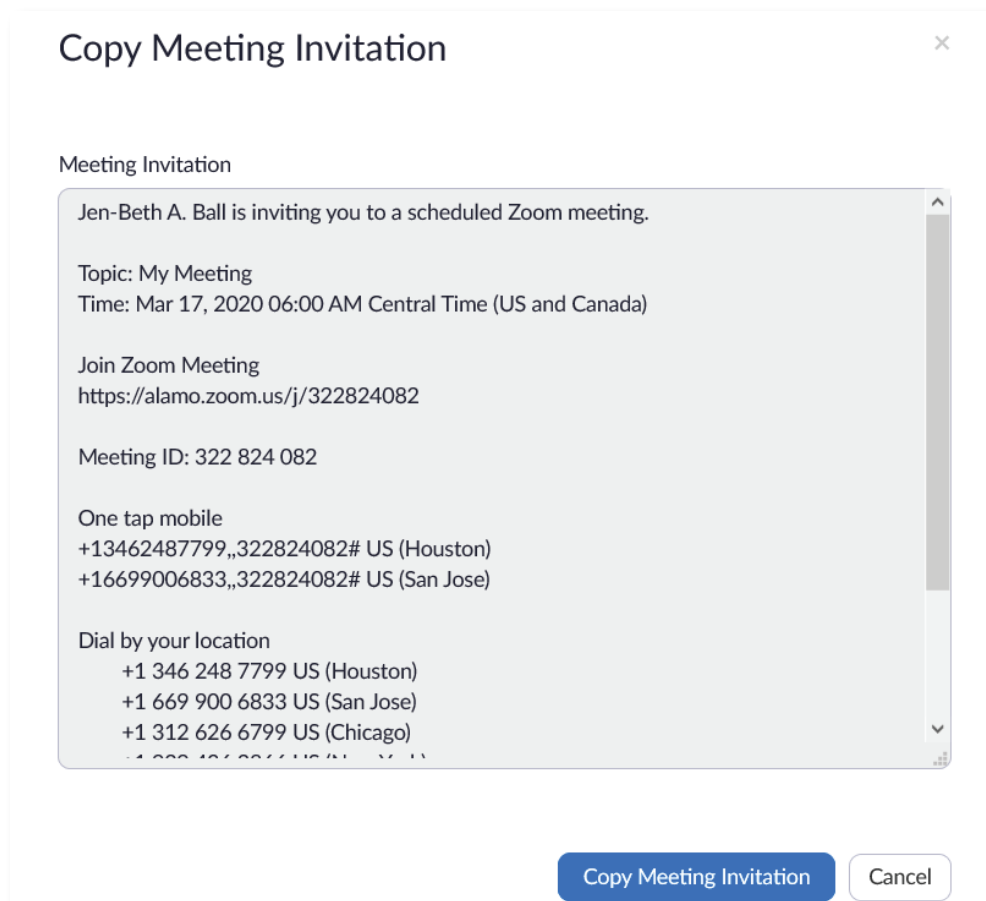


For additional information, see [How Do I Invite People to a Zoom Meeting?](#)

The picture below shows where the invitation options can be found on the larger invitation screen.



Here's what the recipient of an invitation will receive when **Copy Invitation** is selected.



## LAUNCHING (JOINING) A MEETING

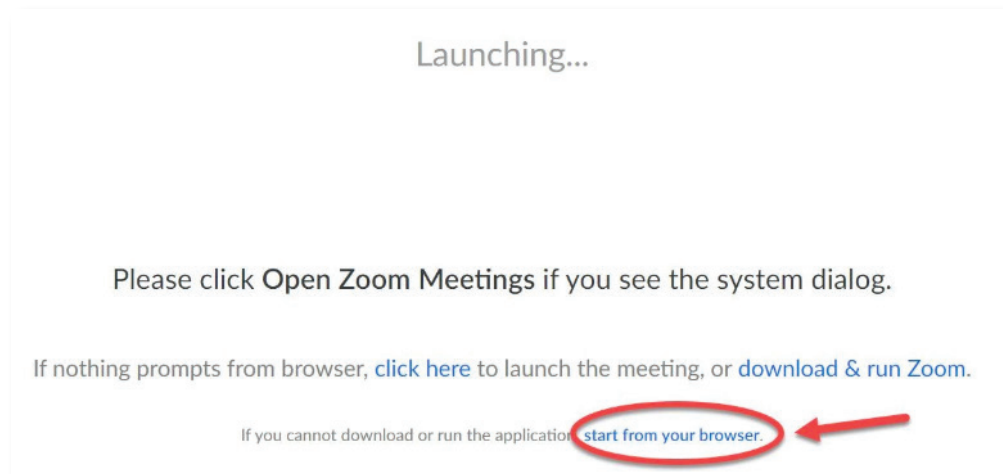
### Students Joining a Meeting

Since the focus is to have students join a meeting from a web-browser (outside of Canvas), the steps below outline what students will encounter when they join a Zoom meeting for the first time. They can join the meeting via their mobile device or computer.

**IMPORTANT NOTE: Students should not sign up for a Zoom Account.**

Here are the initial steps for students. (This information will also be provided in a Remote Ready Boot Camp: Student resource.):

1. Click the link provided in e-mail. This will open in your default browser.
2. Click **Start from your browser**. See illustration below.



3. Enter name in sign-in screen.
4. Click **Join Meeting** prompt.
5. Wait for the meeting to start if it is not yet started.
6. If the instructor has not set up the meeting to allow students to join before the instructor, they will be prompted to wait until the meeting starts.

For more information, visit the [Launching a Zoom Meet ScreenSteps page](#).

## RECORDING A ZOOM MEETING

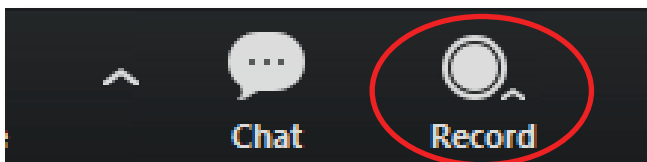
Once you have scheduled and launched a Zoom meeting, you can record it for future use or viewing.

### Automatic Recording (Preferred Method)

As mentioned earlier, it is best to automatically start recording when you enter the meeting. This can be done by adjusting your settings when scheduling your meeting. This helpful feature ensures the meeting is recorded in the event the meeting host forgets to click the **Record** button. (Visit Zoom's [Automatic Recording](#) page for more.)

### Manual Recording (For Informational Purposes)

1. Click on the ^ next to Record by hovering at the bottom of your Zoom window.



2. Click on **Record to the Cloud** in the menu (recommended). This will enable you to:
  - Have Zoom store all recordings and allowing access to all recorded audio, web cams, and screen-shared content
  - Access a transcript of the audio and chat box
  - Share a link to the recording to others
  - Download a recording as an .mp4



### Pausing or Stopping Recording

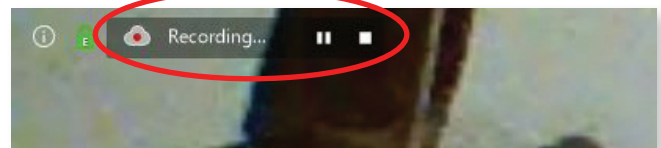
For both automatic and manual recording, you can choose to pause or stop the recording. Here are the distinctions between pausing and stopping:

- **Pausing a Zoom Recording:** Momentarily stops the recording with the ability to restart it. This option provides one continuous recording with no gaps in between.
- **Stopping a Zoom Recording** (provides two options):

- » Stop and start the recording, resulting in multiple recordings from the same session
- » Stop the recording to leave the session

1. Pause or Stop the recording by clicking the pause/stop button in the:

- » Top left-hand corner of the Zoom window, or



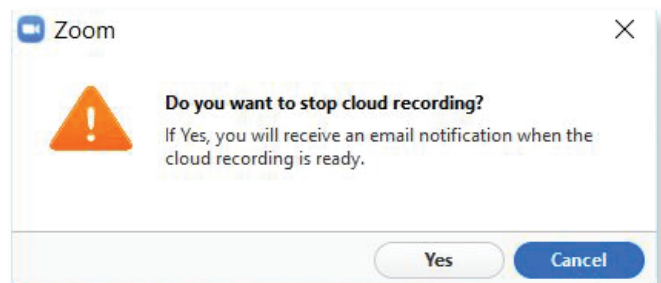
- » Menu bar at the bottom of your Zoom window. (Hover the cursor at the bottom of screen to activate the menu bar, if it is not visible.)



2. To Pause: Click the || icon. Resume the recording by clicking the arrow icon.

3. To stop and resume recording:

- » Click the square icon and click **Yes** to stop a cloud recording.
- » Click **Cancel** to continue.



Zoom will send an email notification that your cloud recording is ready, with a link to view the recording.

## CONDUCTING A ZOOM MEETING

When conducting meetings, be aware of some best practices:

- Screen Sharing
  - » Be aware of background when broadcasting
  - » Limit number of tabs for ease of selection of which screen to share
- Audio
  - » Share computer sound
- Engagement
  - » Monitor the chat box

Review the illustrated step-guide for [Conducting a Meeting](#) for additional features.

# RECORDINGS

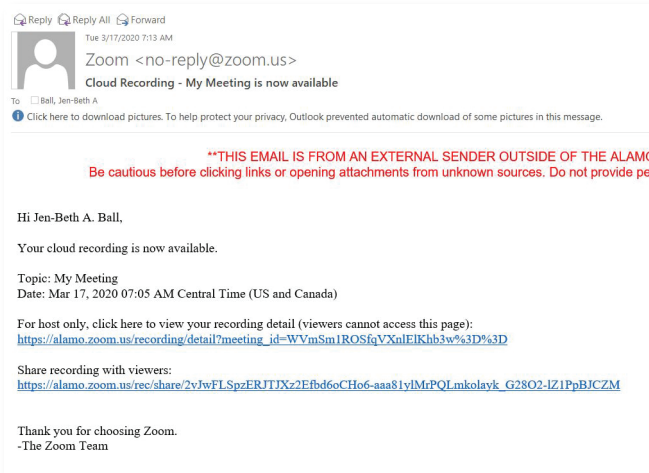
## Accessing and Sharing Recordings

Recorded meetings are available in the following ways:

- » Via an email with a shareable link to the meeting
- » Can be retrieved from Zoom with a shareable link that can be shared with your students

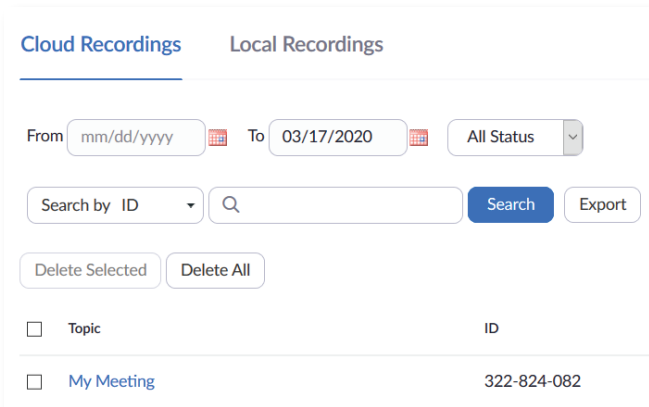
## Email Link to Recording

Once your recorded class session has ended, Zoom will email you a link to your recording. It can take 30 minutes to an hour to receive the email link after the session is over. A sample email notification is provided below:



## Locating a Cloud Recording from Zoom

1. Sign in to your Zoom web portal.
2. Click the **Recordings** link in the left navigation bar.
3. You can locate your cloud recordings in two ways:
  - » Enter the date range of your recording and search by host, topic, meeting ID, or keyword. *Note: There is no limit on the date you can specify.*

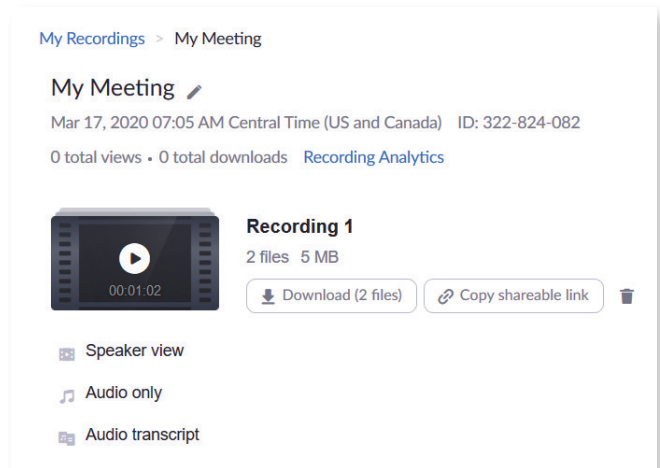


- » Locate the recording you wish to view from the recording list.

Topic	ID	Start Time
<a href="#">My Meeting</a>	322-824-082	Mar 17, 2020 07:05 AM
<a href="#">My Meeting</a>	322-824-082	Mar 17, 2020 07:02 AM
<a href="#">My Meeting</a>	322-824-082	Mar 17, 2020 07:02 AM
<a href="#">My Meeting</a>	322-824-082	Mar 17, 2020 06:11 AM

## Viewing a Recording

1. Find the recording you want to view and click the name of the recording. *Note: If your meeting has not finished converting, the recording will show in the list with a Processing Recording label. Once it is finished, you will be able to view, share, download or delete your cloud recording.*
2. View the recording files and options in the illustration below:



You can read more about accessing recordings on [Zoom's Support page](#).

## Sharing Recordings with Your Students

You can share your recording in two ways once it is available as indicated in the above sections.

Obtain the shareable link via the e-mail sent by Zoom once your recording is complete.

Click the **Copy Shareable Link** button in your Zoom recorded meetings list, and paste that link in your Canvas course or via the Canvas Inbox.



# Canvas Guide

## REMOTE-READY LAYOUT

**IMPORTANT NOTE:** If you are already using Canvas for your in-person courses, great! No changes are needed. Continue to use your current set-up.

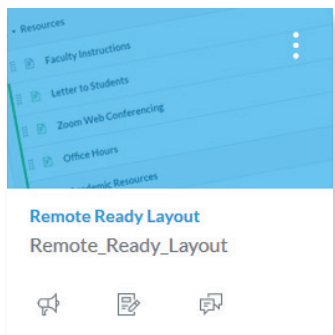
### Using a Layout

For those not using Canvas, a Remote Ready Layout was created to help you organize your content. Additionally, there are layouts created by some colleges and ACOL that are more extensive that you are welcome to use, but will not be the focus of this training. If you are already using those, you do not need to change anything.

### Remote Ready Layout to Organize Content

From the home page of your Canvas course:

1. Click **Import from Commons**
2. Enter **Remote Ready Layout** into the search box
3. Look for this image and click on this box:



On the right side you will see a list of your courses.

4. Click all courses that needs the layout
5. Scroll to bottom
6. Click **Import Into Course**

## SYLLABUS

Concourse syllabus, which is the “legal” syllabus is automatically located in your Canvas course as “Course Syllabus”.

If you have not already, please add your name, policies, contact information and grading policy to the course syllabus.

To do this:

- From within your Canvas course click on Course Syllabus located on the left side
- Click on Syllabus located on the top left with a triangle on the right side
- Click on Edit that will be part of the drop down menu.

You will notice multiple sections with green boxes.

- Click on a green box where you need to add information
- Add your information
- Click SAVE
- Repeat with other sections, until you are done.

If you want to go back to edit sections you have already entered in, go through the same process, but instead of the green boxes you will see yellow boxes with a pencil. Click on that box to edit your content.

## COMMUNICATION

Students will be instructed to go to their Canvas course to find announcements and messages in the inbox (email) to receive communication from you. When you create an announcement it will be visible on the home page of their Canvas course.

### Announcements

- How to add an Announcement
  - » Click on **Announcement** - left course navigation bar
  - » Add **+Announcement** - right side of page
  - » Create title and message and click **Save**

### Inbox (e-mail via Canvas)

- Using the Inbox
  - » Messages will populate in ACES e-mail
  - » Click on **Inbox** in left navigation menu
  - » Click on pencil **Compose a message** icon
  - » Select **Course**
  - » Hover over favorite course and choose the name of the course you want to send a message to
  - » Click on the gray box to the right of the **To** box. You can select all students, or choose one particular student.
  - » Fill your message in the text box
  - » Click **Send** - This will send the e-mail to all students selected

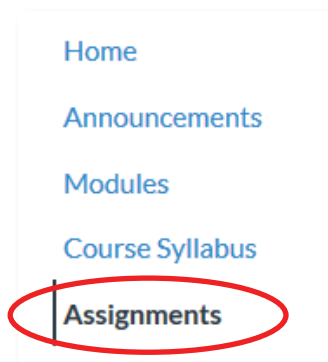
## Notifications (leave as default)

There are a variety of ways you can receive notifications. It is recommended you leave the notifications the way they are defaulted. If you wish to make changes, you would do this in your account settings.

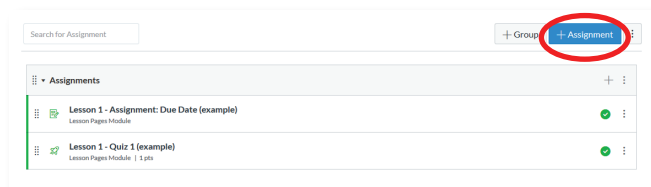
## ASSIGNMENTS AND DISCUSSIONS

### Adding an Assignment

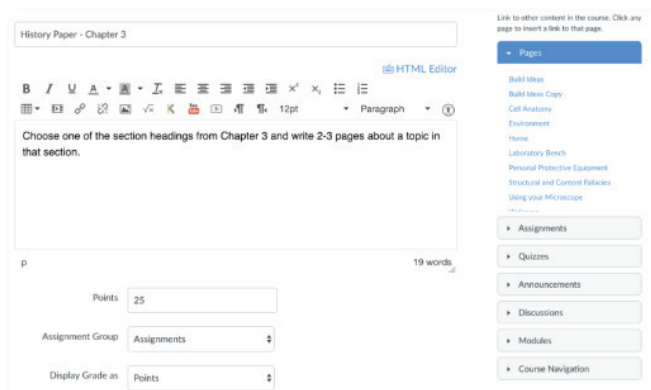
Go to Course Navigation and click the **Assignments** link.



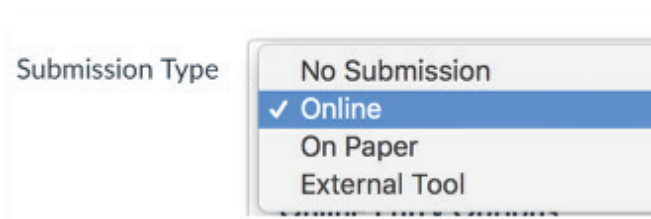
Click the **Add Assignment** button.



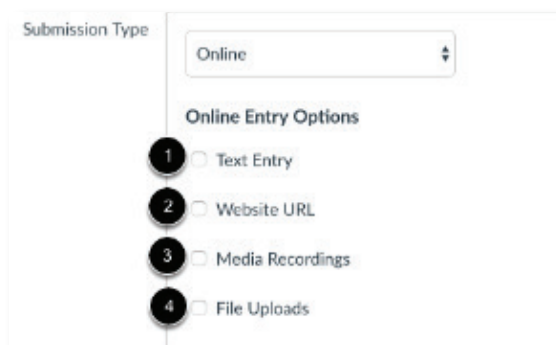
Add your assignment details.



In the Submission Type drop-down menu, select the **Online** option.



Select an **Entry Option**.



1. Text Entry:

- » Students can submit their assignment directly in the Rich Content Editor
- » DocViewer annotations are not available for text entry submissions
- » Text entry submissions cannot be re-uploaded to the Gradebook

2. Website URLs:

- » Students can submit a URL that fulfills the assignment
- » DocViewer annotations are not available for website URL submissions
- » Website URL submissions cannot be re-uploaded to the Gradebook

3. Media Recordings:

- » Students can submit an audio or video recording that fulfills the assignment
- » They can either record new media or upload existing media
- » Video and audio uploads to Canvas can be up to 500 MB
- » DocViewer annotations are not available
- » Additionally, media recording submissions cannot be downloaded

4. File Uploads:

- » Students can upload a file to fulfill the assignment.
- » DocViewer annotations are available for [supported file types](#) in SpeedGrader.
- » Students can upload files from their respective Google Drive or word processing document directly.
- » If only Google Docs are enabled for your institution, students must connect to Google Docs as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide.
- » File upload submissions can be downloaded and re-uploaded to the Gradebook. Canvas supports file uploads up to 5 GB.

Assignment settings will be retained from settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.

**Make sure to save the assignment.**

1. To save and publish the assignment, click the **Save & Publish** button.
2. To save the assignment as a draft, click the **Save** button.



## Discussions

Discussions are an option. If you believe they would be useful for assessment or enriching your class, watch the [Discussion Overview video](#).

## QUIZZES

Quizzes is an optional tool you can use in Canvas to do all of your assessments. Watch the [How to Create a Quiz](#) video created by Graham-Kapowsin High School for more information. Keep in mind it goes through all of your options, but you can keep it simple and basic.

Respondus Lockdown Browser is a tool that can be used to lock down your browser to prevent cheating. However, it can be tricky and does not always work. Therefore, in this temporary situation, we do not recommend trying to use it. However, there are [Respondus Lockdown instructions](#) if you choose to use it.

Best practices to prevent cheating is to ask questions that require critical thinking and cannot be found online.

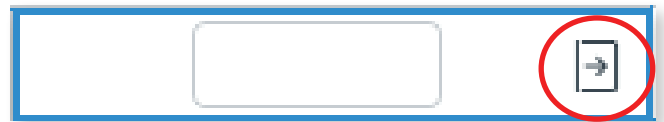
## GRADEBOOK AND ATTENDANCE

In this temporary situation, you do not need to utilize Gradebook in Canvas for all grades if you do not choose to. However, Gradebook is where you will find students submitted assignments to grade.

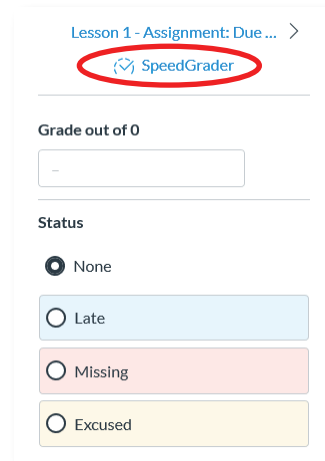
### Using Gradebook to Access Assignments

1. Click **Grades** in the left side bar
2. Click in a box with an assignment that needs to be graded

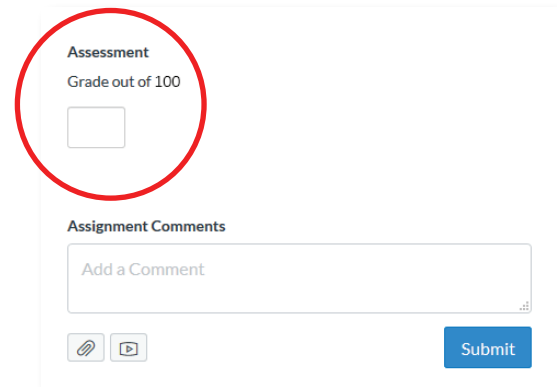
3. Click arrow that comes into that box



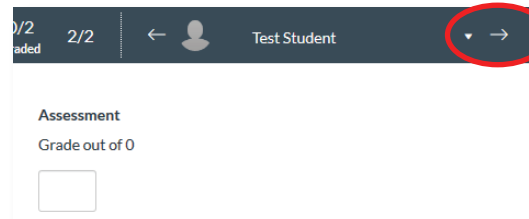
4. Click **SpeedGrader**



You will then find the assignment to grade. If you choose you can record the grade in the box provided.



Click arrow next to student name to get to next student.



## ATTENDANCE

Attendance is an optional tool available in Canvas. You can take attendance during a Zoom session as you normally would in a face to face course, marking attendance in the same fashion you did before. If you would like to utilize the Attendance tool in Canvas, read [How to Use the Attendance Tool in Canvas](#).