

Remote Instruction Recommendations

Instructors teaching a remote course are encouraged to review the following recommendations and resources to help create an ideal online atmosphere conducive to learning.

#	Recommendations	Resources
1	Organize course content on Canvas. Please review to make sure that everything is in working order and easily accessible for students.	<ul style="list-style-type: none"> • Canvas resources for instructors • COL workshops • Remote Course Template • Faculty Certification Course for Online Teaching
2	Before the semester begins, send a welcome message, self-introduction, or video to encourage student success and excitement for the class.	<ul style="list-style-type: none"> • How to add an announcement in Canvas
3	Use a computer or tablet to have complete functionality when teaching your class. Always keep cameras on.	<ul style="list-style-type: none"> • Make the most of WebEx meetings
4	Use a quality camera, microphone, and speaker.	<ul style="list-style-type: none"> • Borrowing a computer, microphone, speaker, etc.
5	Be prepared. Log-in 5 minutes before the start time of the class to ensure that technology is in working order.	<ul style="list-style-type: none"> • Test video and audio in Webex
6	Consider an appropriate background and try to eliminate distractions and background noise. Instructors are expected to model appropriate dress and behavior during online meetings.	<ul style="list-style-type: none"> • Use virtual backgrounds in Webex Meetings • Remove background noise during Webex meetings
7	Set clear expectations for students and encourage participation. It is highly recommended students turn cameras on.	<ul style="list-style-type: none"> • Recommendations for webcam use in the classroom
8	Create opportunities for engagement and discussion.	<ul style="list-style-type: none"> • How to create a flipped remote classroom • How to create a discussion in canvas
9	Treat students with respect and create a caring, supportive, and equitable environment. Refer students to appropriate support services when necessary.	<ul style="list-style-type: none"> • Student Chromebook and Wi-Fi hotspot request form • Student accessibility services • Care and Concern Form
10	Check for understanding through student feedback.	<ul style="list-style-type: none"> • Creating a poll in Webex
11	Manage disruptive students in class as you would in an on-ground class.	<ul style="list-style-type: none"> • How to handle conference/zoom bombing • Conduct/Behavior reporting form
12	Encourage peer to peer relationships to create a supportive and inclusive learning environment.	<ul style="list-style-type: none"> • Tips for creating a healthy virtual environment

For additional resources, visit:

[The Center for Online Learning](#)
[Information Technology Services](#)

[The College Library](#)

[The Center for Teaching, Learning, and Innovation](#)
[Mental Health Counseling and Wellness Center](#)