## Checklist for Teaching Remotely

<table>
<thead>
<tr>
<th>Current Teaching Practice</th>
<th>Online/Remote Options</th>
<th>Ready</th>
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| **Lectures**                                   | • Record video presentations for your class using your chosen device: laptop, video camera, or phone  
• Host a live online class using Webex  
• Upload content to your UM Learn course  
• Annotate or narrate lecture notes using PowerPoint  
• Link to existing online content – UM Libraries, Publisher resources, or other online resources  
• Use the UM Learn Discussions tool for class discussions                                                                                                   |       |
| **Hands-on activities** (e.g. labs, tutorials, seminars, field trips, design labs) | • Provide raw data for virtual data analysis  
• Post online simulations, collections or demonstrations for discussion, critique, analysis  
• Provide external media files or links for virtual analysis  
• Have students submit video or digital recording of their presentations or performances                                                                 |       |
| **Group projects and group work**              | • Break large classes into smaller online groups using UM Learn  
• Provide options for students to meet virtually (e.g. Webex)  
• Student video recording or digital sharing of projects or performances  
• Structure peer feedback using the Discussions on UM Learn                                                                                               |       |
| **Communications**                             | • Email your students using the UM Learn class list tool  
• Post Announcements for all students in UM Learn  
• Update your course outline, email it to your students, and upload it to your UM Learn course site                                                                 |       |
| **Tests, quizzes, and final exams**            | • Use the UM Learn quiz tool  
• Explore online assessments such as group projects, reflective writing, written or photo essays, research reports, critiques, simulations, scenarios or case study presentations, ePortfolios                                                                 |       |
| **Office hours**                               | • Hold virtual office hours using Webex  
• Create a FAQ in the UM Learn Discussions tool                                                                                                              |       |
| **Assignments and feedback**                   | • Have students upload documents for grading using the UM Learn Assignments tool  
• Set up the Grades tool in your UM Learn course site, and connect items to assignments  
• Have students submit video or digital recordings of their performances, presentations, or projects  
• Use rubrics to help grade assignments quickly – UM Learn has a rubric tool for assignments uploaded  
• Provide digital (audio, video, or written) feedback on student assignments                                                                                   |       |

For more information or assistance with UM Learn and Webex, please call: 204-474-8600, or email: ServiceDesk@umanitoba.ca  
For assistance in teaching remotely, please email: TheCentre@umanitoba.ca  

Adapted from The Taylor Institute, University of Calgary, Teaching Remotely Checklist. Last updated: 2020-03-13