

Get started with teaching remotely

Consider these approaches, as well as many tools that are available to you in Brightspace.

I want ...

...to lecture:

Synchronous: Use Online Rooms to deliver lectures and engage students with audio or text-based chat. This works best for a class size of 20-30. These sessions can also be recorded, but be sure to advise your students.

Asynchronous: Use Online Rooms to pre-record your lecture and share with students. You can also upload narrated PowerPoint slides; use the whiteboard to share images or present equations; or use screen sharing to show a website or your work in another application. All actions you take during the session can be recorded and published to your course site.

PowerPoint: Narrate your slides within PowerPoint. Once the recording is completed, upload it to your course site to provide access to your students.

...students to participate in groups:

Synchronous: Create an Online Room where students have presenter privileges. They can use this area to work on group projects or present to the class. If they are hosting class presentations, try using the Survey tool in Brightspace to solicit immediate feedback from participants, as you would in class.

Asynchronous: The Groups feature in Brightspace allows you to set up groups, as well as create private discussion areas and group assignment dropboxes. [Learn more about how to manage groups.](#)

...to maintain office hours:

Like a synchronous lecture, **Online Rooms** can help you maintain scheduled office hours.

Be sure to clearly state when you will be available online. In some cases, it may be appropriate to make appointments if students want your full attention, or their questions are of a personal nature.

Provide a phone number where you can be reached, let students know when you are available and set limits around phone usage.

...to communicate with my students:

Make sure students understand expectations for participation in a remote class. Keeping course communication within the course site helps it to be manageable and organized.

Discussion Tool: Use for broader course messages or content-related posts.

Course Mail/Email: Use for messages that are specific to a particular student/group.

Twitter: This may be an alternative to discussions in the course site. Set up a course hashtag and encourage students to respond to appropriate content-related conversations with the hashtag. See our [Technology Resources page](#) for more information.

...to collect assessments online:

Assignments: Consider using the Brightspace **Assignment** Dropbox. All submissions are time stamped, and students can receive a confirmation of submission.

Video Assignments: If students are required to demonstrate competency through an oral exam or demonstration, having them record a short video may be a useful approach.

Non-Invigilated Quizzes: The Brightspace Quiz tool accommodates a variety of question types including multiple choice, matching, long and short answer. You can also choose to randomize questions and answers to create variety in the online assessment.

...to try alternate assessments:

CITL can offer insight about alternate forms of assessments if you are teaching remotely. By reviewing your planned face-to-face assessment, we can provide guidance on other ways to achieve your goal.

For more information about teaching remotely, please contact CITL's Support Centre, 7 days a week:

citl.mun.ca/support