


California State University Fullerton Keep Teaching Preparedness Checklist

This worksheet is the product of the combined efforts and generosity of the [Faculty Development Council of the California State University, CSU East Bay](#), and the Offices of the [Online Education and Training](#) and [Faculty Development Center](#) at CSUF Fullerton.

	Action Item	Things to Consider	Support Resources
	<p>Technology to Work Remotely Ensure you have the technology tools to keep teaching</p>	<ul style="list-style-type: none"> ● Are you enrolled in Duo Multi-Factor Authentication? ● Do you have the software you need (e.g., Office 365, Camtasia, Zoom, and Dropbox)? ● Do your students have the software to participate virtually? ● Will you need to access your campus desktop computer? If so set up VPN. ● Check internet speed and wireless bandwidth with your provider 	<ul style="list-style-type: none"> ● IT Business Continuity ● Campus software for faculty ● Campus software for students
	<p>Utilize Canvas Use Canvas to provide content, grade assignments, and communicate with students.</p>	<ul style="list-style-type: none"> ● How do I use Canvas to teach remotely? ● How can students use Canvas? ● How will I communicate these changes to students? 	<ul style="list-style-type: none"> ● Canvas Resource Center (self-help guides) ● Student Canvas Self-Help Guide ● Keep Teaching Resources
	<p>Syllabus Place your syllabus and other course documents in Canvas</p>	<ul style="list-style-type: none"> ● Does my syllabus need to be updated with information specific to online learning/continuity of instruction preparedness? ● Is my syllabus clearly posted? 	<ul style="list-style-type: none"> ⊘ Keep Teaching: Getting Started ⊘ How to create a syllabus in Canvas

		<ul style="list-style-type: none"> • Are detailed descriptions of the assignments and/or project directions posted? 	<p>€ How to upload your own syllabus in Canvas</p>
	<p>Communication Clarify your communication plan with students and make sure they have a place to communicate with you and each other to answer questions. Adjust attendance policy so students that become ill are not penalized.</p>	<ul style="list-style-type: none"> • Let students know the 'best means of communication' (i.e. email and/or Canvas messaging (i.e., announcements/Inbox). • Inform students that they will not be penalized for missed classes if directed by a medical professional. • Set up a Q&A Discussion Forum where general course questions can be asked and answered so everyone benefits from your response • Set up days/times for office hours in Zoom 	<ul style="list-style-type: none"> • Learn how to post Announcements in Canvas • Learn how to use the Inbox within Canvas to send messages • Learn how to create a new Discussion (forum) in Canvas • How to setup Zoom for Office Hours • Additional help with Zoom Getting Started Guides • Share with students how they join a Zoom meeting
	<p>Delivering Instruction Synchronously and Asynchronously</p>	<ul style="list-style-type: none"> • Prepare to deliver class from home or non-campus location • Consider Zoom for synchronous, "live" discussions • Consider VoiceThread for asynchronous, visual/media-rich discussions • Rethink group projects for Zoom or 	<ul style="list-style-type: none"> • Learn how to add narration to PowerPoint • Learn how to use Camtasia as an option to record Powerpoint

		<p>discussion boards</p> <ul style="list-style-type: none"> • Prepare video lectures with PowerPoint, VoiceThread, Zoom or Camtasia recordings • If you teach a lab, consider virtual options for a short closure 	<ul style="list-style-type: none"> • Learn how to convert PPT to video • Learn how to upload video to your campus YouTube account • Learn how to link YouTube video in your Canvas course • Learn how to use Canvas Chat for real-time text discussions • Titan Apps (Google Drive) • Learn how to record a VoiceThread (students can watch, reply and even present to their classmates) • Zoom Help Center videos • Strategies for continuing lab activities online
	<p>Assignments, Exams/Quizzes and Feedback: Develop a plan for submission of assignments, creation of quizzes etc. via Canvas</p>	<ul style="list-style-type: none"> • Due dates clearly stated in each assignment • Students can submit an assignment in Canvas • Are detailed assignments and/or project directions posted or linked within the Canvas course shell? • Consider checking for understanding of lectures/videos with quizzes using Canvas • Move tests to Canvas 	<ul style="list-style-type: none"> • Transparency in Learning and Teaching (helpful tips for creating clear assignment prompts) • How to add or edit details in a Canvas assignment. • Learn how to create a classic quiz in Canvas

		<ul style="list-style-type: none"> • Provide feedback on Canvas via SpeedGrader, Discussions, or email. 	<ul style="list-style-type: none"> • Creating and Using Rubrics in Canvas • Adding feedback in Canvas
	<p>Grading/Gradebook Update grades in Canvas.</p>	<ul style="list-style-type: none"> • Establish a complete and frequently updated gradebook to enable continuity should instructor become ill. • Ensure that a final grade can be issued if the instructor of the course is ill and/or away from campus 	<ul style="list-style-type: none"> • How to use the Canvas Gradebook
	<p>Course Readings: Create a contingency plan to replace physical readings.</p>	<ul style="list-style-type: none"> • Is there an e-book or online access for my textbook? • If you are teaching from a print text, review the copyright crash course for guidance. 	<ul style="list-style-type: none"> € Search the library catalog to see if your text is available online or as an e-book € Insert a permalink for students to have access to materials
	<p>Accessibility: Use Universal Design for Learning (UDL) principles and have alternatives for our students</p>	<ul style="list-style-type: none"> • Consider implementing Universal Design for Learning (UDL) practices to improve the learning experience for all students. • Use Ally to check for accessibility • Check course content on mobile to ensure mobile users can see learning modules, discussion forums, and access assignments • Use tools that provide captioning • Consider letting students know the browser you use to view your course. Check other browsers periodically. • Contact Disability Support Services (DSS) 	<ul style="list-style-type: none"> • UDL Basics • Ally Guide for Faculty • How to locate your Ally accessibility Course Report (add OET's guide which is being created) • Learn how to use the Ally course accessibility report to improve your course

		if you need support for an identified student.	<ul style="list-style-type: none">• Accessibility guides• Captioning in YouTube• Disability Support Services
	Other Canvas Resources:		<ul style="list-style-type: none">• Canvas' YouTube Channel• Canvas Guides (Thorough List)