

Preparing Students for Remote Instruction Checklist

Check	Item	Ideas
<input type="checkbox"/>	Let students know what they need to get started.	Provide students with instructions (written or video) on how to meet with you on the first day of remote learning. Include the time and/or a link.
<input type="checkbox"/>	Explain how the remote class will be structured.	Provide students with a schedule. Include times they will be meeting with you for synchronous instruction.
<input type="checkbox"/>	<p>Let students know how and where they can access classroom content.</p> <p>You want students to feel comfortable accessing and navigating their remote classroom.</p>	<p>Make a video overview on how to navigate the remote classroom. Show them how to login, where to find assignments, how to submit assignments, etc.</p> <p>Create a scavenger hunt activity that students can complete in order to familiarize themselves to their new classroom.</p>
<input type="checkbox"/>	<p>Create norms or expectations for the remote classroom.</p> <p>Consider getting students input on what those norms should look like.</p>	<p>Create a poster or some type of visual that lists the classroom expectations or norms.</p> <p>Get students input by having a discussion with them or allowing them to vote on the most important norms. Get more information here.</p>
<input type="checkbox"/>	Let students know about communication.	Students will need to know how they can get a hold of you. Let

		<p>them know your preferred method for communicating with you. In addition, let them know when they will receive an answer (24 hours, 48 hours, etc.). Post this in your remote classroom.</p> <p>If you are holding virtual office hours, let students know when you will be available to meet with them.</p> <p>Students will need to know how to properly communicate with you and peers in the remote classroom. Be sure communication is addressed in the classroom expectations.</p>
□	Explain how grading will work.	<p>Provide students with instructions on how to access their grades.</p> <p>Let them know how soon you will be grading assignments and/or providing feedback to them.</p>
□	Let students know what technology tools they will be using.	<p>Provide students with a list of technology tools they will be using. Include links to the tools so they can make sure they can access them.</p>
□	Point out where students can get technical support.	<p>Provide students with information on where to get technology help.</p> <p>Create a help document or webpage for some of the technology tools students will be using.</p>

□	Consider doing a “Getting to know each other” icebreaker activity on the first day.	Create an activity your students can do so they can get to know one another and you. Ideas for digital icebreaker activities can be found here .
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