

REMOTE TEACHING CHECKLIST

10 MINUTES BEFORE CLASS

- Check all equipment, log into Zoom, check audio & video, & deal w/ any technical issues

DURING CLASS

- Use a “Beginning Moment”
- Review the agenda for today’s gathering.
- Start off with an Ice Breaker, Team Builder, or Warm Up activity.
- Relationships over Content
- Engage the Five Senses
- Active Learning
- Be inclusive
- Slow the Pace
- Less Content
- More assignments
- Multiple Pauses for questions
- Have an Intermission
- Utilize [Polling](#) to take the pulse of the class
- Utilize [Breakout Rooms](#) to foster community
- Allow students to use Google Documents to co-author and share notes

AT THE END OF CLASS

- Review what’s coming up for the next class meeting
- Assign assignments
- Conclude with an “Ending Moment”
- Linger on zoom to see if anyone has any additional questions or wants to connect
- Click “End Meeting for All”

IN BETWEEN CLASS MEETINGS

- Communicate, Communicate, Communicate
- Use Loom to send [video emails](#) to students