

## Online Teaching Readiness Checklist

Use this Readiness Checklist to self-assess your readiness to teach your course online.

Current Teaching Practice	Online Teaching Options	Ready
Lectures	<ul style="list-style-type: none"> <li>• Record video presentations for your class using Panopto</li> <li>• Host a live online class using Collaborate Ultra</li> <li>• Upload content to your Brightspace course</li> <li>• Annotate or narrate lecture notes using PowerPoint</li> <li>• Link to existing online content (including Open Education Resources, BCcampus, Merlot.org, OASIS and others)</li> <li>• Use the Brightspace Discussions tool for class discussions</li> </ul>	
Hands-on Activities (e.g. labs, tutorials, seminars, field trips, design labs)	<ul style="list-style-type: none"> <li>• Provide raw data for virtual data analysis</li> <li>• Post online simulations, collections or demonstrations for discussion, critique, analysis</li> <li>• Provide external media files or links for virtual analysis</li> <li>• Have students submit video or digital recording of their presentations or Performances via Panopto or Brightspace video note</li> </ul>	
Group Projects & Group work	<ul style="list-style-type: none"> <li>• Break large classes into smaller online groups using Brightspace</li> <li>• Use Office 365 for student collaboration</li> <li>• Provide options for students to meet virtually (e.g. Collaborate Ultra)</li> <li>• Student video recording or digital sharing of projects / performances</li> <li>• Structure peer feedback using the Discussions on Brightspace</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• Email your students, either through Office 365 or using the Brightspace class list tool</li> <li>• Post Announcements for all students in your Brightspace course homepage</li> <li>• Update your course outline, email it to your students, and upload it to your Brightspace course site</li> </ul>	
Tests & quizzes and final exams	<ul style="list-style-type: none"> <li>• Use the Brightspace quiz tool</li> <li>• Explore online assessments such as group projects, reflective writing, written or photo essays, research reports, critiques, simulations, scenarios or case studies presentations, ePortfolios and submit via Brightspace assignment dropbox.</li> </ul>	
Office hours	<ul style="list-style-type: none"> <li>• Hold virtual office hours using Collaborate Ultra</li> <li>• Create a FAQ in the Brightspace Discussions tool</li> </ul>	
Assignments & Feedback	<ul style="list-style-type: none"> <li>• Have students upload documents for grading using the Brightspace Assignment tool</li> <li>• Set up the gradebook your Brightspace course site, and connect items to assignments</li> <li>• Have students submit video or digital recordings of their performances, presentations, or projects</li> <li>• Use rubrics to help grade assignments quickly – Brightspace has a rubric tool for assignments uploaded</li> <li>• Provide digital (audio, video, or written) feedback on student assignments</li> </ul>	