

Supporting My Remote Learners Worksheet

Building Learner Confidence	Reducing the Stress of Technology
<ul style="list-style-type: none"> <input type="checkbox"/> Incorporate low-stakes “assignments” at the start of the semester (see who is having any challenges) <input type="checkbox"/> Provide choice in assignments (same overall learning outcomes) <input type="checkbox"/> Give “shout outs” to validate students <input type="checkbox"/> Ask to use students’ work as exemplars <p>NOTES:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Keep access, equity and accessibility in mind <input type="checkbox"/> Choose a few to master and leverage <input type="checkbox"/> Select those for which support is readily available <input type="checkbox"/> Check for a phone app version <input type="checkbox"/> Start with low-stakes dabbling with the tech <input type="checkbox"/> Invite a Technology Assistant to walk students through the technology “dabbling” process <p>NOTES:</p>
Pre-Course Communication	Ongoing Communication
<ul style="list-style-type: none"> <input type="checkbox"/> Send out an introductory video BEFORE THE CLASS BEGINS <input type="checkbox"/> Ask students if they have access to the tools and resources needed for the course <input type="checkbox"/> Ask students if they need any accommodations <input type="checkbox"/> Create a “tour” of your Brightspace course <input type="checkbox"/> Encourage your students to turn on notifications if having the Pulse app <p>NOTES:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Predictable announcements to establish structure, routine, etc. <input type="checkbox"/> Kickoff announcement <input type="checkbox"/> Mid-week reflection, reminders, shout outs <input type="checkbox"/> Wrap up with big takeaways and reminders <input type="checkbox"/> Office hours framed as “student hours” (Peggy Moore) <input type="checkbox"/> Establish when you’ll be checking email (setting realistic expectations, not 24/7) <input type="checkbox"/> Ask for student feedback (polling, etc.) <input type="checkbox"/> Using the Academic Update system <p>NOTES:</p>

Integrating Learning Strategies	Instructor Presence and Engagement
<ul style="list-style-type: none"> ❑ Remind students to "get ready for takeoff" to increase attention ❑ Start with a poll or five-minute journaling activity (retrieval and focus) ❑ Build in self-testing opportunities as part of mini lectures ❑ Insert self-testing "quizzes" during both synchronous and asynchronous lectures ❑ Have a paper/project draft be submitted as a mind map ❑ End class with "three takeaways and three questions" ❑ Invite a Peer Academic Coach to highlight the most relevant learning strategies for your course <p>NOTES:</p>	<ul style="list-style-type: none"> ❑ Leverage the video response function in Brightspace ❑ Do "meet and greets" in the first two weeks ❑ Relate course concepts and assignments to the particular students in your class ❑ Find the participation "sweet spot" in course discussions ❑ Start the class with random-student reading summaries ❑ Ask for volunteers to explain topics ❑ Poll your students regularly and share results ❑ Allow students to choose the participation modality ❑ Surprise your students occasionally <p>NOTES:</p>
Using Social Learning Strategies	Building Bridges to Academic Support
<ul style="list-style-type: none"> ❑ Utilize Zoom breakout rooms with a "facilitator" and "reporter" ❑ Leverage activities that entail student collaboration and input ❑ Google Docs (peer review, creating artifacts) ❑ Mind mapping as a group ❑ A group discussion recorded via Zoom for submission ❑ Connect a "structured study session" option to your course <p>NOTES:</p>	<ul style="list-style-type: none"> ❑ Use the Academic Update process (particularly early on) ❑ Normalize asking for assistance via a syllabus statement ❑ Invite a tutor into your live course for an introduction ❑ Invite a tutor to facilitate weekly group study sessions ❑ Highlight the relevant services in your syllabus ❑ Point out the resources in your Brightspace shell <ul style="list-style-type: none"> ❑ Links to scheduling calendars ❑ Links to resources <p>NOTES:</p>

