# Getting Ready for Remote Instruction: Checklist for Faculty

This checklist provides strategies to help you prepare for continued student learning if classes must shift to remote instruction due to the pandemic.

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| **Technology Check**  |
| ü | **Things to consider** | **What to do** |
|  | Tech requirements  | Review the [Remote Work for Faculty and Staff](https://www.marquette.edu/remote-work/) webpage for information about technology requirements (e.g., computer, microphone, headset) and who to contact for any technical issues or questions. |
|  | D2L (also known as Brightspace) | Visit the [D2L Resources](https://www.marquette.edu/digital-learning/d2l-resources.php) webpage for step-by-step guides and video tutorials on how to use D2L for your courses. Upload course materials to your site. Visit the  |
|  | Microsoft (MS) Teams | You may use [Microsoft Teams](https://www.marquette.edu/microsoft-teams/) for virtual synchronous classes, office hours, and meetings with colleagues. [Request a Teams site](https://www.marquette.edu/microsoft-teams/instructors-teams-sites-for-courses.php) for each of your courses and communicate to your students how you will be using MS Teams. Review the [Online Synchronous Learning](https://www.marquette.edu/digital-learning/synchronous-online-learning.php) webpage for information on best practices for planning and facilitating online synchronous sessions via MS Teams. Visit the [Microsoft Teams Frequently Asked Questions](https://www.marquette.edu/microsoft-teams/faq.php) webpage for general information.  |
|  | Virtual Private Network (VPN) | In order to connect to some University resources (e.g. MyJob, some library resources) it is important to [set-up virtual private network (VPN)](https://www.marquette.edu/its/help/vpn/vpn.shtml). VPN bandwidth is limited, please do not use VPN if not needed.Setting up a VPN requires download of software and systems checks. Please follow the set-up virtual private network instructions |
|  | Multi-factor Authentication (DUO) | While VPN is not needed, Multi-factor Authentication is required for access to web versions of O365 e.g. Outlook for the web, Stream, Forms, SharePoint, etc. [Setup Multifactor Authentication using these instructions](https://www.marquette.edu/its/help/mfa/).  |
|  | Microsoft OneDrive | Store your files in OneDrive and link to your office computer so you can access them off campus and from your mobile device. [Microsoft Office](https://www.marquette.edu/its/help/getting/office-365-installation.shtml) |

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| **Communicate with students and be present**  |
| ü | **Things to consider** | **What to do** |
|  | Email immediate plan and expectations | Email students the immediate plan. Your email should include:* how you will communicate with students (email or D2L news items),
* how students should contact you with questions about course content (e.g., email, phone, Q&A discussion forum in D2L),
* how class will be facilitated online (e.g., synchronous/real-time virtual sessions during scheduled class time or asynchronous discussions)
* any changes to syllabus and course schedule,
* where students will find class resources, such as readings or PowerPoints (these should be available in D2L).
* where students will submit assignments (e.g., D2L Dropbox).

Visit the [Planning your Course webpage](https://www.marquette.edu/digital-learning/planning-your-course.php) for more information. |
|  | Share updates regularly  | Post updates on D2L and/or email students 2-3 times per week. Updates may be an introduction to the week, summary of the week, updates on grading, upcoming assignments, etc.  |

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| **Identify an ideal work area and work routine**  |
| ü | **Things to consider** | **What to do** |
|  | Create a workspace | Find a space that is private, quiet, removed from disruptions, comfortable and has the supplies necessary (e.g., text, computer, internet, paper/pencil, etc.). |
|  | Minimize distractions  | Turn off your phone, notifications from social media, etc. to avoid distractions while you’re teaching a synchronous class, grading, or completing other work. If you live with others, kindly ask them to minimize noise during online class sessions or scheduled work time.  |
|  | Plan and schedule time | Create routine work hours – Schedule times in your days to focus on your different work-related tasks (e.g., grading and providing feedback, participating in asynchronous discussions, sharing updates, etc.). |

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| **Review and adjust your courses**  |
| ü | **Things to consider** | **What to do** |
|  | Review syllabus | Review your syllabi to identify any immediate changes needed in the schedule, requirements, etc. Incorporate expectations for the remote version of your course. The [Syllabus Template for Online and Blended Courses](https://libguides.marquette.edu/CTLSyllabus/covid) provides suggestions/considerations and examples of language to include in your syllabus.  |
|  | Course Planning  | Visit the [Keep Teaching: Resources for Instructional Continuity website](https://www.marquette.edu/digital-learning/keep-teaching.php) for strategies and best practices for teaching remotely. |

## **List of URL links provided within the checklist**

1. Technology Check:
	* Remote Work for Faculty and Staff <https://www.marquette.edu/remote-work/>
	* D2L Resources <https://www.marquette.edu/digital-learning/d2l-resources.php>
	* Microsoft Teams <https://www.marquette.edu/microsoft-teams/>
	* Request a Teams Site <https://www.marquette.edu/microsoft-teams/instructors-teams-sites-for-courses.php>
	* Online Synchronous Learning <https://www.marquette.edu/digital-learning/synchronous-online-learning.php>
	* Microsoft Teams Frequently Asked Questions <https://www.marquette.edu/microsoft-teams/faq.php>
	* Set up Virtual Private Network (VPN) <https://www.marquette.edu/its/help/vpn/vpn.shtml>
	* Set up Multifactor Authentication <https://www.marquette.edu/its/help/mfa/>
	* Microsoft Office <https://www.marquette.edu/its/help/getting/office-365-installation.shtml>
2. Communicate with students and be present:
	* Planning Your Course <https://www.marquette.edu/digital-learning/planning-your-course.php>
3. Review and adjust your course:
	* Syllabus Template for Online and Blended Courses <https://libguides.marquette.edu/CTLSyllabus/covid>
	* Keep Teaching: Resources for Instructional Continuity <https://www.marquette.edu/digital-learning/keep-teaching.php>