**Remote Teaching and Learning Tips**

* Establish guidelines and make students aware of expectations at the start of the virtual interaction.
* Use the Zoom screen share function to share slides, documents, or websites.
* Create opportunities for students to interact with course material during live sessions.
  + Ask questions that involve quick yes/no feedback.
  + Use Zoom poll feature to check comprehension.
  + Use chat to engage students in discussion; select a few to elaborate via voice.
  + Build in time to allow questions via hand raise, chat or voice.
* Use the Zoom breakout room feature to divide students into smaller groups.
  + Provide a specific task or deliverable.
  + Faculty members circulate among breakout rooms to check-in.
  + Ask student ‘reporters’ to speak on behalf of their group.
* Provide clear instructions for learning activities that require student participation.
* Encourage use of the chat for student questions and areas of interest or confusion. May be helpful to have a moderator (another faculty member, student volunteer).
* Build connections by encouraging webcam use.
* Allow for breaks during sessions that are longer than about 1 hour.
* If creating new modules or updating old modules, consider breaking content into 10 minute chunks and ensure variable playback speed is allowed.
* Respond promptly to email questions and consider posting anonymized questions with your answer to a tab on Sakai for all students to review.
* Hold online office hours according to a schedule, by appointment, or both.
* Post a weekly announcement to provide an overview of the coming week’s assignments and topics or a recap of the previous week’s work, or both.
* Students appreciate seeing your face and hearing your voice. Consider adding a video component to weekly announcements or posting a quick video to clarify misconceptions about a topic or assignment.
* If possible, provide live post-exam review sessions to cover frequently missed topics and questions.
* Be open to considering student feedback throughout the block.