

INSTRUCTOR CHECK-INS: JANUARY

COMMUNICATION

WHAT, WHEN, WHERE, HOW, WHY?



- How and when will you [communicate](#) with students? How and when should they communicate with you? [Office hours](#), [forums](#), email, etc.
- Have you set clear boundaries about when you will and will not be available to communicate?
- To save time and ensure equitable access to information, consider having students post all questions to an 'Ask the Instructor' [forum](#).
 - Note: It takes time to train yourself (and TAs) to only answer questions asked in this way!

ENGAGEMENT

SYNCHRONOUS AND ASYNCHRONOUS



- If you have a [SYNCHRONOUS](#) class, what else are you asking students to do beyond listening?
 - If you host live lectures, do you have ground rules for [netiquette](#)?
 - How do students engage with each other (e.g., discussions, [breakout rooms](#), chat)?
 - Do TAs or student volunteers monitor the chat for questions?
- If you have an [ASYNCHRONOUS](#) class, how will students engage with you and each other, and how will you check student understanding?
 - Tip: Collect [feedback](#) regularly!

STUDENT BUY-IN

GETTING THEM ON BOARD



- What goals did you set out with this term (e.g., [keep it simple](#), just get through it, create online community, etc.)?
- How will you get to know your students to get an idea of their current situation?
 - Consider classroom orientation activities such as a [forum](#) where students can introduce themselves, or a [Welcome Survey](#) in which you can ask students about their time zone, tech access, and/or comfort level with the online nature of the course.

MIDTERMS

WHEN AND HOW?



- What kind of midterm [assessment](#) are you using (e.g., [online or take-home exam](#), [quiz](#), [assignment](#), [student video presentations](#))?
- Will you be using Scheduling and Examination Services for your exam?
 - Keep an eye out for a memo from SES with exam information and deadlines
- If using an online exam, is it timed?
- Is it a [fixed time \(synchronous\) or range exam](#)? If using a range exam, for how long will the exam be available? How did you decide on this range?