INSTRUCTOR CHECK-INS: MARCH

OFFICE HOURS
IMPROVING ENGAGEMENT

- Are your office hours well-attended? If not, how might you **encourage more engagement**?
- **Tip:** Improve turnout at your **office hours** by changing the way you talk about them.
  - Instead of saying *come if you need help*, which implies office hours are a remedial service, incentivize them with:
    - Activities, discussions of social issues
    - Reviewing rubrics, assignment details
    - Life skills workshops (e.g., time/stress management, working from home tips)
- The KEY: little/no prep for you, benefit for them

FINAL EXAMS
PREPARE EARLY

- Do you have a **final exam**? What kind of **assessment** are you using?
- If using a **Brightspace quiz**, have you reviewed the **quiz settings** (e.g., how questions are presented, navigation and review options)?
  - Did you know you can set and edit student **accommodations at the Classlist level**?
- Will there be review sessions/extra **office hours**?
- How/when will students complete the exam?
  - E.g., online **quiz**, **assignment**, **exam**, **video submission**, **cuPortfolio**

FEEDBACK
REQUEST AND DELIVER

- How do you (or will you) get feedback from students (e.g., stop/start/continue)?
  - Consider using a **survey**, **Poll Everywhere** or **Zoom polls** to get anonymous feedback on the content, pace, etc.
  - Check out this **resource for more ideas**
- If you have TAs, are they aware of the **TA support site**? Have you asked them for feedback? Have they received feedback?
- **Critically**, after collecting feedback, **be sure to respond** - share the feedback with students/TAs and make a plan to address comments/concerns

TLS IS HERE
WE CAN HELP

- Looking for resources to browse on your own? Check out our **teaching online page** and our **teaching resources** page
- Looking for Brightspace support? We have many resources for **instructors** and **TAs**
- Looking for workshops or to see how others approach online teaching? Check out the:
  - **TLS Events page** for upcoming events
  - **TLS media channel** for past recordings
- Looking to connect for help or to brainstorm ideas or solutions for your course, workload, or something else? **Connect 1-on-1 with us.**

Carleton University