TIPS FOR TEACHING REMOTELY

PLAN

- **Get to know about the conditions of your students**. You can create a survey using *ODTÜClass Questionnaire* or *Google Forms* where students can report their locations, technology accessible to them, and any other information needed to clarify how students will be able to participate in the course remotely.
- **Review your syllabus for points that must change**. Clarify what content (e.g., attendance policy, participation, schedule) will need to be changed for the duration of the remote teaching. Provide as much detail as possible about changes. As you think through these changes, keep in mind that students' ability to meet these expectations might be affected by barriers like illness, lacking personal computer or stable internet connection, or needing to care for family members. You may need to adjust some of your expectations.
- **Communicate your plan.** After you have more details about changes in the class, convey them to your students. Tell students how the class will operate during this time. State what parts of the class will occur synchronously and/or asynchronously. More information about your expectations can ease student anxiety and save you dealing with individual questions.
- **Let students know how you plan to communicate with them, and how often**. Tell students how often they can expect to hear from you (e.g., daily, weekly) and through which ways (e.g., email, announcements in ODTÜClass, discussion board). Also, tell students how they can contact you (email, online office hours, etc.).

TEACH

Learning Activity	Delivery Method
Post Course Materials	ODTÜClass
Deliver Course Lectures	Collaborate*, BigBlueButton*, ZOOM
Post and Submit Assignments	ODTÜClass, Gradescope
Collaborate through Group	ODTÜClass, ZOOM, Piazza
Hold Online Office Hours	Collaborate, ZOOM

For more info related with ODTÜClass, check
https://odtuclass.metu.edu.tr/pluginfile.php/75/mod_resource/content/2/ODTUClass_OgretimElemani_Kilavuz.pdf

* You can find more information about *Collaborate* and *BigBlueButton* and how to reach them through ODTÜClass at https://its.metu.edu.tr/uzaktanegitim/

Here are are some **low-tech strategies**:

- Send your presentation slides to the class and ask them to write critical points or a summary to show their understanding of the content.
- Have students write a reflection paper on course readings.
- Have students create podcasts explaining course content to a layperson.
- Assign supplemental writing prompts to be completed by students either individually or in groups (through *GoogleDocs*).
- Assign weekly readings and ask students to pose a question to whole classmates.
- Send out discussion questions, and students can discuss it in a discussion forum (e.g., *Piazza*).
- Assign problem sets to be completed by students either individually or in groups (through *GoogleDocs*).
- Have students film themselves discussing a topic related to the course content and upload the video to *ODTÜClass* or *YouTube*.
- Also, consider technologies that can work on a phone, in case students do not have access to a personal computer, have a stable Internet connection, or big data plans.

COMMUNICATE

- **Hold online office hours**. Schedule specific times to make yourself available online for your students so that they can ask their questions. You can hold these live meetings through *Zoom* or *Collaborate.* You can also enable the waiting room feature if you want to talk with students individually.
- **Regular contact with students**. Stay connected with all of your students on a regular basis. Inform them about the course materials, assignments, due dates, etc. Monitor students' access to the materials you posted to *ODTÜClass*. If any students do not participate or show up regularly, you may spare time to keep in touch with them to see the problem.
- **Provide ways that students can talk with each other.** Provide a discussion forum (e.g., *Piazza*) where students can ask/answer questions. Create breakout rooms if you are conducting a live class so students can speak in small groups. Use the chat function in live sessions and encourage students to respond to each other. Most web conferencing tools (e.g., *Zoom, Collaborate*) have these features.