

## Quick Guide to Remote Teaching

# PRINCIPLES

Good teaching online uses many of the same principles as good teaching face to face: a strong teacher presence, engaged learning communities, contact time between teacher and student, and for students to work and learn from each other.

### Keep it Simple

#### How?

A simple approach might include pre-recorded lectures, a discussion forum for dialogue, use of Zoom for tutorials, and maybe weekly quizzes to check student understanding. Think about limiting the number of technology platforms.

#### Why?

Students are grappling with how to learn in the online environment. Leveraging on structures or technologies with which they are familiar will help students transition smoothly.

### Revisit your Learning Outcomes

#### How?

Take the opportunity to consider whether there is too much focus on content, for instance, or whether the learning outcomes can be effectively assessed in the current situation.

#### Why?

Your learning outcomes are the end of the journey for your students. They are what you want your students to be able to do or know by the end of the module. They identify what you will want to assess so that you know your students reached the end of their journey. They help you identify what you will need to provide in terms of support to aid your students in their journey.

### Show up to Class

#### How?

Post weekly announcements that provide an overview of the coming week's topics. Hold regular online office hours. Talk with students in online discussions. Infuse your communication with warmth and recognise the difficulty that many will be having dealing with the current situation.

#### Why?

When you are visibly present and engaged in your online classroom, your students are more likely to be too. It is important to communicate clearly with your students.

### Select the Appropriate Technology

#### How?

Find the tools that will help you support students to achieve the learning outcomes. Where appropriate, use what you are already familiar with, and identify and seek advice on tools that will fill the gaps for what you want to achieve.

#### Why?

If the technology isn't appropriate for the content or the teaching strategy, it will become an impediment to both teaching and learning rather than being the tool in service to good teaching practice.

### Build Community

#### How?

Use breakout rooms to facilitate collaboration. Consider the lively interactions that occur on social media. Choose topics that will encourage such sustained online conversations on your discussion forums. Establish your presence as a teacher and provide timely and responsive feedback.

#### Why?

Learning for most students is inherently a social activity. Building community facilitates learning.

### Scaffold Learning Activities

#### How?

Look for ways to break down complex tasks so that students can make timely progress and receive feedback on their work while there is still time to adjust their approach if needed.

#### Why?

Complex tasks might require a large number of cognitive steps with which students can struggle. Scaffolding can help students master these cognitive steps and connect concepts to solve complex problems.

### Balance Synchronous and Asynchronous Activities

#### How?

Create pre-recorded lectures that students can access at times that suit them best and reserve synchronous online time for interactive learning activities.

#### Why?

A combination of asynchronous and synchronous teaching is likely to be better than using only a single approach. Combining both allows for a mix of different ways of teaching that still allows for flexibility in meeting students' differentiated needs.

### Promote an Inclusive Environment

#### How?

Get to know your students using a survey before the start of the semester so as to better understand the learning environment your students are dealing with. Invite students to co-design elements of online learning activities or assignments. Ensure that your choices for presenting content are grounded in principles of inclusivity and equity.

#### Why?

An inclusive environment helps students feel a sense of belonging. It ensures that students can access module resources, and supports them in achieving the learning outcomes. Remember, not all students will be able to engage with immediacy or have access to high bandwidth.