Spring 2022 Course Preparation Checklist

☐ **Publish the Canvas course site by Friday, January 7th**

You'll likely still be putting the finishing touches on your course site, and that's okay! You may leave most modules unpublished for now. You should publish the Course Information/Welcome/Start Here module, Learner Resources module, Zoom for our Live Sessions module, Week Zero module, and Syllabus by Friday, January 7th. Don't forget to publish the course so that students may access it. You may access the Emory College Canvas template via the ECO Faculty Hub.

☐ **Create and share a Zoom meeting link for your course meetings and office hours**

- In January, your course should meet synchronously on Zoom during the scheduled course meeting times. Schedule a Zoom meeting and share the link with students via both your Canvas site and email. You should also share any pertinent information about virtual office hours. We recommend including a passcode on all Zoom links to enhance security of the sessions.
- Ensure your Zoom client is working and up to date. Some Emory Zoom accounts were recently deactivated due to low usage. If your account was affected, you may reestablish your account by logging in to https://emory.zoom.us/ using your Emory credentials and setting your preferences.

☐ **Communicate with students before the first class meeting**

Once you've published your Canvas site, let students know that the site is available by sending an announcement through Canvas. We also recommend that you send students an email introducing yourself, letting them know that the Canvas site is available, setting broad expectations for the course, and outlining any information they need to review before classes begin.

☐ **Set clear expectations**

Make sure that students have access to a course syllabus. There are several other points you'll also want to make sure to cover in either your email or a course introduction on Canvas:

- Synchronous Meetings: Provide the Zoom link; outline participation and attendance expectations and any preferences you have (video on, students should display full names in Zoom, etc.)
- Time Requirements: Give students an overview of the general flow of the course and the expected time commitments each week.
- Technology & Tools: Are there any tools that students should download and become familiar with?
- Course Materials: Is there an electronic textbook or any other materials students need to purchase or have for the first day of class?
- Contact Info: How do you prefer students to get in touch with you? What sort of response time should they expect? If you have any communications preferences (i.e., you'd like students to receive announcement notifications via Canvas), let them know here.

☐ **Consider how you'd like to build community in your course during the remote period**

- Consider introducing yourself through a short video. While this may feel a bit awkward, it will put students at ease to see you introduce yourself and give a brief overview of the course. You may also want to ask students to record introductions or ice-breakers via VoiceThread or Studio, or post an introduction in Discussions.
- Another way to quickly build student engagement in smaller courses is to meet briefly one-on-one with each student in your course. You could ask students to sign up for a brief (5-15 minute) meet-up with you during the first week of class. These sessions are an excellent way to make a personal connection, build trust and empathy, and answer any questions students may have about what to expect. There is a handy tool within Canvas called the Scheduler, which allows students to set their own time with you based on the dates and parameters you set.
- One-on-one meetings may not be possible in larger courses, but you could schedule multiple short open office hour sessions in the first week of class and encourage students to attend one. These brief sessions could provide a more relaxed setting for introductions and Q&A than your synchronous class meetings. .

☐ **Utilize Emory's teaching resources to support this temporary transition to remote learning**

Emory Resources for Remote Teaching

- Emory College Online
  - Email: emorycollegeonline@emory.edu
  - Schedule a 1:1 consultation with an ECO instructional designer
  - Remote Teaching Website
  - ECO Faculty Hub
- Zoom
  - Email: echelp@emory.edu
  - Emory Zoom Portal
  - Updating Zoom
  - How to Log into Emory Zoom and Schedule a Recurring Meeting
  - Zoom's Extensive Collection of Tutorials
- Canvas
  - Email: classes@emory.edu
  - Teaching with Canvas at Emory
  - Canvas Instructure Tutorials
  - 1:1 Consultation with an Emory Canvas Expert
- Classroom Technology Services
  - Phone: 7-6853
  - Email: echelp@emory.edu
- Center for Faculty Development and Excellence
  - Emory University's Flexible Teaching Toolkit

Questions? Contact us at
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