Instructor Online/Remote Readiness Self-Assessment

You have been asked to teach online/remotely in short time and for many this is a new way of teaching and learning. While this task may seem daunting, in fact you may be more proficient in online teaching than you think. Take a moment to reflect on your readiness to move to teaching online/remotely. Below are some questions for you to consider and some tips for planning to move your course online in Quercus.

I have visited q.utoronto.ca and navigated to my course.

Begin by visiting q.utoronto.ca. You will see your course there. Take time to click around the course and experiment. Nothing you do or create will be visible to students unless you choose to publish the item.

I can modify files (e.g. documents, images) and upload them into to Quercus.

You likely have word documents, presentation (PPT) files, pdf readings and links to other websites and media. Learn how to upload files as well as organize content in your course.

I can communicate clearly and concisely.

It is important to provide clear expectations for how the course will run and how students should navigate and work with material in the course. Assessments and activities will need concise instructions on steps and important dates and times. You can message students through multiple channels.

I have experience participating in online learning communities as either an instructor or learner.

It is important to create a sense of community and connect with your students. Set up social discussion forums, check in with students often and ask for feedback on how students are doing in the course.

I can create video with screen recording software (e.g. TechSmith Snagit)?

If you have not attempted to create video with screen recording software there are many resources to help get started with creating video. You will find a one-hour lecture you would deliver in class can be summarized and communicated in a much shorter time. Try a short test before doing a full lecture.

I can host my videos on video hosting platforms (e.g. MyMedia or YouTube)?

Uploading and rendering a video on a hosting platform takes time, but you can do other tasks while the file is being prepared. Once it is ready you can share a link to the content.

I am comfortable with leading a live webinar (e.g. Bb Collaborate)?

It is useful to have live sessions for office hours, question and answer periods and lectures with group work. That said it is not suggested to use live conferencing for every lecture if possible.

Visit the centre for teaching support & innovation continuity site for more ways to get started online.

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