Remote Teaching

Remote teaching is a temporary, alternative teaching modality that reflects material conditions associated with the COVID-19 health emergency. Like all instruction, faculty create these courses according to their pedagogical judgement. And like all instruction, faculty teaching remotely have a responsibility to clearly communicate with their students. **Courses being taught remotely will need to be approved by chairs, in consultation with faculty.**

### Remote Teaching & Canvas Expectations:

1. Converting a class from *face-to-face to remote* will result in the scheduled classroom being released.
2. Remote courses will be offered synchronously during the time period and patterns assigned to the course. At minimum, **one (1) class meeting time should should be maintained by synchronous meetings.**
3. In remote instructional settings, Canvas will be the primary, supported mechanism for facilitating course-related communication. **Expectations for faculty engaging with Canvas are outlined below:**
   - Faculty will post course syllabus as a document in the Canvas course shell
   - Faculty will provide grades on all assignments via the Canvas Gradebook
   - Faculty will use Canvas Announcements to communicate relevant course-related messages

### Recommended:

The Academic Continuity Team is building a **remote teaching template designed to enable features** that support the guidelines. Faculty will be able to import the template into their course shell by requesting template support through the “Course Maintenance” option from [canvas.fiu.edu/support](http://canvas.fiu.edu/support).

### Canvas Best Practices:

1. Syllabus that includes the scheduled synchronous meeting times and links, instructor information, and student support information.
2. Include language for students on how they will succeed in the remote structured class (examples of language that may be useful will be included in the remote teaching template).
3. Ensure course content and materials are listed, linked, or available in Canvas.
4. All assignments are posted in and/or integrated into Canvas.
5. Gradebook is used and updated frequently enough so that students have a reasonable understanding of their progress in the course.
6. The Calendar feature is used to post dates for major courses milestones.
7. **Optional but highly recommended:**
   a. Elements of course design includes opportunities for students to engage with each other (ie discussion boards, group assignments, zoom breakout sessions).
   b. Announcements functionality is used to post important messages to students.
   c. Record lectures to make available to student in Canvas (this does not replace synchronous meetings).

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**Check-in at or around Week 3.** ACT will send faculty teaching in remote modality an email with a support request form so that they may request help with emergent difficulties in course design and/or delivery.

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[CANVAS.FIU.EDU/CORONAVIRUS](http://canvas.fiu.edu/coronavirus)