Tips for Teaching in Person with an Online Backup

For PPE, safety, and other classroom concerns, visit the [Teaching in Fall 2021 FAQ](#)

Create a Clear Canvas Site

Weekly Modules

- A Page for each week or each class that clearly outlines what you are doing that week. Each page should contain:
    - Week or class learning objectives (What do you want students to know or be able to do by the end of that week?)
    - Materials/content for that week (readings, videos etc.)
    - Assignments for that week
    - Zoom link for each class
    - Recap of class/notes/recording etc.
- This is an invaluable practice even when everyone is attending class, but if students are in and out, it is even more critical because it helps them navigate the course, topics, content, assignment etc. in context if they miss a class.

Online Discussion Boards

Since students might be in and out, an online discussion board could be beneficial for seamless class participation

- Many faculty who started using discussion boards in online classes last year plan to continue to use them as they move back into the classroom. They help with discussion continuity and increased participation.
- [Click here for Tips for Online Discussions](#)

Provide a Zoom Back-up Option

- Students might not be able to make it to the classroom, but providing a Zoom option in agreed upon circumstances will allow students to still attend class as much as possible
- You can choose whether you want to record and post the class, but your attendance policy can still be that students should attend in person or online unless they are completely unable to
- Extra constraints to attending class in person:
    - International travel limitations
    - Need to quarantine
    - Not feeling well and unsure of the diagnosis (limit exposure)

Have students bring a computer or tablet to class if possible

Set clear expectations

- Students don't need to have their computers out all the time, but having one with them gives you more options for how and when students can collaborate: Zoom, chat, shared docs etc. (more on this below!)
- If a few students aren't able to do this or forget, they could use a phone or partner up with someone in class

Regularly Use Technology-Based Collaboration Tools

Plan to use technologies that students can access from anywhere for class participation

Polls

- You have unlimited access to Poll Everywhere through your Emory id
- Activities
  - Knowledge check: start/mid/end of class
  - Brainstorm
  - Trivia games

Zoom

- Reactions
- Annotations on a slide (label, brainstorm, answer etc.)
- Chat
  - Question breaks
  - All respond

Shared Documents

- Students can work on documents simultaneously in the classroom, remotely or both
  - Microsoft 360
  - Google docs/slides
    - Share an editable link and students can access the documents without having to log into a Google account
  - Shared white boards: Jamboard (Google) or Miro board
  - Note: you can set up shared docs through Canvas
    - Since Emory accounts are Microsoft based, we'd suggest setting up shared Word documents in Canvas so that students won't need to log in from a separate account