USF Temporary Remote Instruction Checklist Fall 2021

USF Toolkit for Instructional Continuity Resources available at: usf.edu/facultytoolkit

Technology Readiness

☐ I have the necessary technology needed to continue teach remotely.

Skills Needed for Canvas and Access to other USF Systems

☐ I know how to access my courses on Canvas at usflearn.instructure.com.

☐ I know Canvas basic skills and am aware of available resources.

☐ I have familiarized myself with the Canvas Inbox to communicate with my students.

☐ I know how to access Microsoft Teams if I plan to conduct synchronous sessions, and have **placed the link to my Teams sessions** on the homepage of my Canvas course so students can easily access it.

☐ I know how to use Microsoft Teams for virtual office hours with my students.

☐ I am familiar with the Canvas discussion forums and how to create them.

☐ I have used Canvas Chat and/or Teams chat and am comfortable to use it for my course.

☐ I know about the Groups feature in Canvas and can utilize it for my course.

Instructional Awareness in Canvas

☐ I have posted my syllabus successfully within Canvas.

☐ I have posted a detailed communication plan to my students.

☐ I know how to post an announcement to my students.

☐ I am familiar with modules and can create one for my course.

☐ I am aware of open education resources that I can use for course content.

☐ For the short term, I have prepared asynchronous or synchronous content delivery strategies.

☐ I know how to post files and presentations to my students.

☐ I am comfortable creating a graded assignment within Canvas.

☐ I know how to view the Canvas gradebook and make adjustments.

☐ I know about USF Student Accessibility Services (SAS) and the USF policy on accessibility.

☐ I have a plan of action for students who have documented accommodation requests.

☐ If I have questions about altering my syllabus, I know who to reach within my department.

☐ I know where to go for additional instructional and technical assistance.

Other Considerations

☐ I am aware of student resources such as Wellness and IT support and can direct students accordingly.

☐ I know where to get the latest USF updates regarding this evolving situation.

☐ If I am unable to conduct class, I know to inform my department chair/dean/supervisor.

V.2.3 Aug 26, 2021

UNIVERSITY of SOUTH FLORIDA