

Suggested Steps for Setting up a Remote Class

Donna Marqués



1. Course set up

- Synchronous sessions – Same day(s) & time every week.
- Asynchronous – Teacher **should be available live** same day(s) & time every week. Remember, these students did not sign up for an online delivery and need to have some live contact with the teacher.
- Combining synchronous and asynchronous sessions is fine.
- Do not fly by the seat of your pants and decide along the way. Clearly communicate your plan to students.
- You do not need to decide **what** you are going to cover immediately; you do need to decide **how** you plan to deliver your content.
- Ideas for synchronous & asynchronous class: See [first 3 “Transition to Remote Teaching” webinars.](#)



2. The skills: reading, writing, listening, speaking

- How do you currently cover the four skills? Do not reinvent the wheel, reimagine the wheel...
- **Reading** – Assign vhlcentral readings, and/or develop your own instructor-created content on vhlcentral and upload to *LMS (see tip below).
 - o **Expert tip** – if all work is completed on vhlcentral, add these assignments to your vhlcentral course. Have students complete everything in **one platform**, do not have them go back and forth from your school/district’s LMS to vhlcentral to complete work (exception for Discussion Boards in LMS). To learn how to develop instructor-created content see [webinar 4 of the “Transition to Remote Teaching” webinars.](#)
- **Writing** – Assign vhlcentral composition activities, and/or develop instructor-created content on vhlcentral and upload to LMS (see tip below).

o **Expert tip** – same comment as above; be consistent! Have students complete all work in **one platform**. To learn how to grade composition activities on vhlcentral see [webinar 5 of the “Transition to Remote Teaching” webinars.](#)

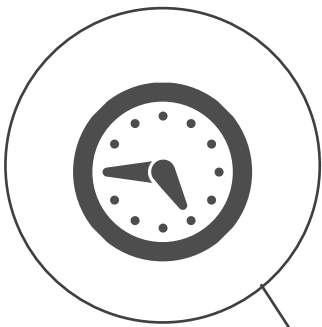
• **Listening** – Assign vhlcentral listening activities and/or develop instructor-created content in your vhlcentral course and upload to LMS (see Expert tip above).

• **Speaking** – Assign vhlcentral listening activities and/or develop instructor-created content in your vhlcentral course and upload to LMS (see Expert tip above).

o Interpersonal – Virtual Chat, Partner Chat, Synchronous sessions

o Interpretative & Presentational – Synchronous and/or Asynchronous forums/discussion boards (vhlcentral and LMS)

o Ideas for speaking activities: See [first 3 “Transition to Remote Teaching” webinars.](#)



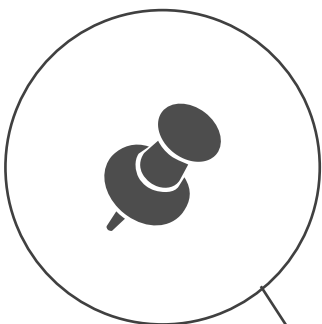
3. Assessment

• How do you currently assess students? Do not reinvent the wheel, reimagine the wheel...

• **Oral competencies** – interview students through vhlcentral or video conference, Partner Chat or Virtual Chat. Clearly communicate what you consider to be cheating, as well as the consequences for cheating, and include this in your grading rubric.

• **Traditional testing** – ideas to combat cheating include setting strict time limits, randomizing and shuffling questions, and instituting an online proctor see [webinar 2 of the “Transition to Remote Teaching” webinars.](#)

• Think about new ways to assess your student’s skills – reimagine!



4. LMS basics

• Keep it simple.

• Bullets or numbered task lists.

• No big blocks of text.

• Create a weekly overview with links to content (ie. discussion board, vhlcentral platform)

• Send out **ONE** weekly announcement (same day and time) to communicate the plan for the week. Do not bombard students with emails and announcements.

• Create ONE “pinned” discussion board for Q & A.

• Create ONE page for tech help. Clearly communicate how to get technical support and remind students that the **instructor is NOT tech support.**



Expert tips



- Keep things as simple as possible
- Do **not** reinvent the wheel – reimagine it
- Do **not** start trying a bunch of new things
- Use institution supported technology
- You do **not** have to be perfect
- You are **allowed** to make mistakes
- You are a subject matter expert in **language**
- You are **not** an instructional designer
- You are **not** a content creator
- You are **not** tech support
- Be flexible
- Let things go
- Don't sweat the small stuff
- You. Can. Do. This