

Low Tech Remote Teaching Principles

Teaching and learning remotely during a global pandemic is a challenging task for everyone.

Keep it simple for you and your students. CFL will help you move your course online.

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1. Keep it simple and low tech. Use tools familiar to you and your students, with the addition of limited new tools to move online. Be mindful of uneven access and connectivity.

2. Accessibility is core, not optional. Create multiple formats for learning materials. For video, make sure you have captions and transcripts available. Check-in with your students early on to gauge whether you are meeting their accessibility needs.

3. Provide structure using Moodle. With the move to remote teaching, use the Moodle to create a structured learning pathway. Organise materials by week or by module/topic/unit.

4. Use what is available. There is not much time to prepare. What resources from previous years can you reuse? What external resources are available? You don't have to produce a high tech video for quality learning. Things to consider: previous semester Lecture Capture videos, YouTube videos, OERs.

5. Keep learning active. Face-to-face interaction will be minimal for an unforeseen time period. Use class news and announcements forums, icebreakers and actively moderate the discussion forums and where possible to give that feeling of connection. Use BigBlueButton in Moodle to have live conferencing sessions with your students.

6. Scaffold learning by chunking content. Break your course into small segments, organised around the amount of time you expect your students to spend per week/topic/module/unit. Be explicit about completion dates and the time required for each activity.

7. Have a clear course outline. Have a course outline in a dedicated place on your Moodle course page that details the course structure, changes, new deadlines and assessments and keep this updated. Use class news and announcement forum to notify students when any changes are made.

8. Be visible online and quickly contactable. Have online 'virtual office hours' regularly, using Moodle forums to answer queries. Teaching Assistants can help: it is important to be available and respond quickly.

9. Help keep your students on track. Set small, compulsory learning activities such as short weekly quizzes or discussion forums to encourage regular student engagement and identify who is struggling and needs assistance.

10. Be kind to yourself and empathic to your students. This is a challenging time for everyone. Encourage an environment of caring and support. Be flexible: exceptions may need to occur around course requirements.

Adapted from:

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