**Checklist for Transitioning Your F2F Course to an Online Format**

1. Open your course shell in Canvas. If the shell is empty, watch the video on creating a course using Canvas Common. The course you will copy is IECC 2020.
2. Use the homepage to add your basic information about the course.
   1. Explain to students how the remote class will be structured. Do students need to log on for synchronous sessions (and how), where they can find assignment information, and how they should submit assignments.
   2. Explain to students how they should contact you (email, via online office hours, through the LMS, etc.), how often they should log in to the class site, which activities are synchronous vs. asynchronous, and any guidelines for communicating with peers.

1. Tell students when they will receive an answer to an emailed question (e.g., 24 hours, 48 hours, etc.) and when they can expect assignment grades and feedback.
2. Let students know immediately if there are changes to due dates/times for assignments.
3. Explain to students how they will receive grades, how to view grades online, etc. Depending on how long you will be remote teaching, you may want to set up an online gradebook so that students can determine their current course grade as well.
4. Provide the contact information for your institutional office for accessibility and direct students to reach out early and proactively if they think they might need an accommodation.
5. Just as you would in class, introduce an assignment using text, audio, or video by going over the instructions, providing relevant examples when useful/possible, and reminding students how the assignment is connected to learning objectives/outcomes. Include clear information, whether through an assignment prompt, rubric, or other means, about how the assignment will be graded.
6. Consider how students will continue to interact with one another, you, and course material by engaging collaborative tools (e.g., Google docs, Wikis, Voice Thread), synchronous tools (e.g., Zoom, WebEx, Collaborate, Skype), and tools for asynchronous, online interaction (e.g., discussions, blogs, journals).
7. Contact the helpdesk or a resource on your campus for help with any issue you have!