**Checklist – Teaching Remotely**

Use this checklist to self-assess. These are core things you need to know to manage a course remotely. For support: URL to main support site.

\*\*All courses not currently using Teams are strongly recommended to use Moodle as the base platform for remote teaching. Additional tools, such as Teams and Relay, can supplement specific learning experiences.

*Check boxes work when using full version of Word.*

[ ]  Use **Zoom**, **Skype for Business**, or **Teams** to meet online.

[ ]  Use **Skype for Business** or **Teams** to meet online from your home computer (or home device).

[ ]  Schedule a **Zoom**, **Skype for Business**, or **Teams** meeting.

[ ]  Host a **Zoom**, **Skype for Business**, or **Teams** meeting.

[ ]  Share your desktop screen or document during an online meeting.

[ ]  Assign “Presenter” status to a participant during an online meeting.

[ ]  Use screen-capture software to create a video (e.g. **Relay**).

[ ]  Add Closed Captioning to an uploaded video.

[ ]  Upload a video to **Relay**.

[ ]  Share a video in **Moodle** or **Teams**.

[ ]  Log into **Moodle**.

[ ]  Create an assignment using **Moodle** or **Teams**.

[ ]  Upload a file to **Moodle**, **Teams**, or **OneDrive**.

[ ]  Assess student work using **Moodle**, **Teams**, or **Email**.

[ ]  Manage a gradebook that students can access remotely using **Moodle** or **Teams**.

[ ]  Create a Quiz using **Moodle** or **Teams**.

[ ]  Gather feedback using **Moodle**, **Teams**, or **Email**.

[ ]  Communicate with your entire class using **Moodle**, **Teams**, or **Email**.

[ ]  Log into your email using **O365 Outlook** (using a web browser).

[ ]  Use Print-Screen function on your computer to create an image file.

[ ]  Create a digital image/pdf of a physical document/item from home (either with a scanner, smart device, or digital camera).

[ ]  Upload your working documents to **OneDrive**.

[ ]  Access **OneDrive** documents remotely.

[ ]  Use an electronic resource from the **College Libraries**.

[ ]  Download Microsoft Office programs on your home computer