Fall 2020 Classroom Teaching Checklist

- Mask up
- Walk in...maybe a couple of minutes later than the students
- Wipe down...surfaces and technology
- Turn on the computer
- Login to your account, then BbLearn
- Launch Zoom
- Hit record
- Be mindful of space –stay in frame and mic range
- Be mindful of both audiences –f2f and online. Try to make eye contact with the online students, too.
- Be mindful of the Chat window –think about “rules” for usage so that chat is a contributing, not a distracting, feature of your class and your teaching
- Foster engagement and discussion within –and across-- each population of students. This sometimes involves us reframing or restating questions and statements made in-class (in-class students will be able to hear “zoomed-in” students, but online students will not be able to hear most in-class voices). Need help thinking about how to do Socratic-, discussion-, and groupwork-based teaching and learning? Contact Brian or Doug.
- Save your recorded session
- End the class with something that lets students reflect on what they learned that day and springboard to the next class session. Maybe use BbLearn’s discussion board for them to continue conversation in-between class sessions.
- Dismiss class a few minutes early...no after-class beehive conversations –tell your students to catch you online at designated times.
- Close all applications
- Leave an empty room

Need a refresher on how to log in to the University of Idaho’s classroom tech station?

Need a refresher on how to launch and use Zoom, and to embed it in your BbLearn space?

Need a refresher on how to upload your content to MS Stream?

Need some inspiration or best practices advice?

The HyFlex bracket also applies to classes in which students may participate remotely/online, or for which there is an accommodation.