# The WSU Teach Anywhere Planning Workbook

*Version 2.0 • Dec 1, 2021*

We are at the end of the fall 2021 semester, and we understand that the task of transitioning your in-person courses online might disrupt your current routine. We want to support you in **developing a plan that makes sense for you.** This workbook can help you make some decisions.

* **Step 1.**Start with your students and yourself.
* **Step 2.**Adjust your assignments and exams.
* **Step 3.**Set up Canvas to fit your needs.
* **Step 4.**Communicate your plan moving forward with your students.
* **Step 5.**Keep checking in with yourself and your students.

Keep it simple, focus on what’s important, and above all, be compassionate with your students & yourself.

We are happy to help in a one-on-one consultation. If this workbook does not answer your questions, simply fill out the [OTL consultation form,](https://forms.wayne.edu/5b4f93d90984f) and one of our consultants will reach out to you!

## Step 1 – Start with yourself and your students

Take a moment to reflect: **How will moving instruction online affect you and your students at this point of the semester?**

Things to consider:

Mental health, physical health, content delivery, tech comfort/knowledge (sync classes via Zoom, online exams), other?

*Jot down thoughts in the space below:*

## Step 2 – Adjust your assignments and exams

Consider what aspects of your assessments and exams can be successful online and which might need to be reworked.

Assignments:

* Are your assignment expectations as straightforward as possible?
* Do your students know where and how to submit their work?
* Do you have “unusual” assignments that require some tweaking or re-thinking?

Exams:

* What do you need to move exams online?

*Jot down thoughts in the space below:*

Finally, are there other things like content, activities, assessments, and your students’ social/emotional needs to consider?

## Step 3 - Set up Canvas to fit your needs

*Jot down what you need to adjust:*

* Schedule Zoom sessions for class meetings
* Create assignment placeholders

## Step 4 – Communicate your plan with students

* **Decide how you will communicate with students.** Use the channels you typically use to communicate with students now.

* **Let your students know your plan.**Be sure to let your students know your plan for the rest of the semester regarding class meetings and final exams and assignments.

## Step 5 – Check in with students (and yourself!)

You might want to check in with your students more regularly: ​

* Communicate via Canvas announcements, as well as at the beginning and end of sync class sessions​.
* Utilize the "Message student who" feature: [Message students using Canvas Gradebook](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-students-from-the-Gradebook/ta-p/741)​.
* File a [CARE Report](https://doso.wayne.edu/conduct/student-support-intervention) with the Dean of Students Office (DOSO), if needed​.

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Don't forget to check in with yourself as well!​