

The WSU Teach Anywhere Planning Workbook

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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](#), 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
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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](#).
- File a [CARE Report](#) with the Dean of Students Office (DOSO), if needed.

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