Emergency Remote Teaching Tips
By CNM faculty, for CNM faculty

Communication

- Communicate 2-3 times per week. Aim for short, frequent, and clear.
- In every communication, wrap up with a reminder to students that your role is to support their learning; encourage them to contact you.
- Be cognizant of our own feelings of frustration. We should refrain from warning, nagging, shaming, threatening about deadlines or putting in enough study time.
- Use CNM Connect and DRC staff to support students who are at risk of dropping. Provide your students with information about Connect Services.

Go Low Tech

- Email is fine for remote instruction. Accepting work by email is the best way for students with unreliable WiFi who are having problems uploading to Bb. Communicate email Subject guidelines for organization.
- Schedule office hours with just email open, or if you feel up to it, try a virtual classroom, such as Bb Collaborate Ultra or WebEx. Use teleconferencing tools with caution; not every student will have the wifi strength or data plan to participate or watch long recordings.
- Instruct students to update their browser if you will be using Bb.
- Convert doc files and PPT slides to **PDF** (File, Save As… or Export As… PDF from the dropdown). PDFs are the most accessible and mobile-friendly format.
- Get pencils moving: summaries, practice problems, drawings, self-created study guides (allow a photo of work to be uploaded for credit/no credit)

Assignnments and Exams

- Start with low stakes assignments to keep students engaged and to get students used to new instructional modes, either via email or in Bb.
- If possible, do not give exams during the soft opening period from March 23 – April 5
- Videos: keep them under 5 minutes each; provide a question list for students to answer as they watch.
- Reduce the number, length, and complexity of assignments. Pare back to the most basic form of remaining SLOs.
- Consider open-book or unproctored exams delivered as PDF's by email, with a separate answer sheet that students may turn in via Bb or by email, at your preference.
- Tell students to upload work in their browser, not from the Bb app (CNM DL staff team advise that the Bb app is only for viewing, *not for uploading assignments*).
- Extend deadlines and allow late work whenever possible.
- Existing DL courses: consider opening all Learning Modules to allow students to work ahead if they get a chance.