



CENTER FOR EFFECTIVE TEACHING & LEARNING

Instructor Plan to Keep Teaching

Use the following template to plan options for remote teaching using tools available to all Cal State LA faculty.

Instructor: _____

Department: _____

College: _____

Course: _____

Course Component	Alternatives to In-Class	Your Comments/Notes
<i>Make Course Announcements</i>	<input type="checkbox"/> Email <input type="checkbox"/> Canvas Announcements	
<i>Share Course Syllabus</i>	<input type="checkbox"/> Email <input type="checkbox"/> Upload to Canvas <input type="checkbox"/> Upload to OneDrive	
<i>Share Student Grades</i>	<input type="checkbox"/> Share via Email <input type="checkbox"/> Share via Canvas Gradebook	
<i>Lecture</i>	<input type="checkbox"/> Share via Email <input type="checkbox"/> Upload to Canvas <input type="checkbox"/> Use Camtasia <input type="checkbox"/> Use Zoom	
<i>Discussions</i>	<input type="checkbox"/> Use Canvas Discussions <input type="checkbox"/> Use Zoom	
<i>Collect Assignments</i>	<input type="checkbox"/> Collect via Email <input type="checkbox"/> Collect on Canvas	
<i>Guest speakers</i>	<input type="checkbox"/> Use Zoom	
<i>Presentations (group or individual)</i>	<input type="checkbox"/> Collect presentations via Email <input type="checkbox"/> Collect presentations on Canvas <input type="checkbox"/> Have students present using Zoom	
<i>Office hours</i>	<input type="checkbox"/> Use Zoom	
<i>Quizzes and Exams</i>	<input type="checkbox"/> Give online quizzes or exams on Canvas	

Please visit <http://www.calstatela.edu/cetl/edtech/remote-teaching> for documentation on these tools.