So, You're Going to Teach Online

MIT Math Department
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DON'T PANIC!

We will be offering links and online Zoom office hours for you to ask questions about how to:

- Record asynchronous lectures,
- Hold synchronous lectures over Zoom,
- Hold recitations over Zoom,
- Hold office hours over Zoom,
- Upload videos to share with students
- Use asynchronous forums (Piazza or Slack) to communicate with students

You will have opportunity to practice before your classes go online March 30.

We will develop a network of support so that everyone feels successful.

TAKE A DEEP BREATH: THINGS TO CONSIDER

1. **Develop new ways to communicate with your students:** Will you use email? Forums? Tell students how you will be communicating important information, and give them a chance to tell you how they are doing with all of the changes. Make sure you give them space to be heard, they will probably tell you what they need!

2. **Your assignments and strategies may change:** Let students know due date and exam date changes as soon as possible to reduce the stress they are feeling right now.

3. **Strategically Reduce Your Goals:** It's very likely that in all of this transition, you will not be able to teach as much as you would in a normal semester. Think carefully about what is most important, and where to cut content. Better to strategically decide reductions now rather than while scrambling at the end of the semester.

CHOOSING THE RIGHT PATH

You can start by asking the following questions:

ASYNCHRONOUS

Is your class mostly lecture-based?

Do you have more than 40 students?

Would you rather the students work at their own pace to watch the lectures and do the assignments?

Are your students in very different time zones that would make it difficult to join at the same time?

Film the lectures ahead of time and post on the class platform (Stellar / Website / etc)

SYNCHRONOUS

Is your class a mixture of lecture and discussion?

Do you have less than 40 students?

Would you rather keep your scheduled meeting time?

Are the majority of your students in relatively the same time zone and can join the class?

Hold your class at the same time it is currently taught on a web conference (Zoom / Webex / etc)

BUT... KEEP IN MIND IT WILL LIKELY BE BOTH

If you choose **asynchronous** you will likely also be hosting live office hours through web-conference, or meeting with small groups of students.

If you choose **synchronous** you should also record the sessions of the classes and post them on the class platform: in case some students aren't able to join the live class, they can watch the filmed lectured later.

RESOURCES

Links to best practices and tools:

http://teachremote.mit.edu/best-practices

http://teachremote.mit.edu/tools-tutorials

More information and resources from across MIT:

https://open.mit.edu/c/teachremote