

Remote Instruction Design Checklist

This Remote Instruction Design Checklist will help you plan and self-assess a fully online or remote course.

For more instructional resources, please visit teaching.pitt.edu

Best Practices Design and Planning

<input type="checkbox"/>	Course Overview and Introduction Course shell includes a course introduction statement, navigational instructions, an instructor introduction, a means for students to introduce themselves, and technology/resource/prerequisite requirements.
<input type="checkbox"/>	Learning Objectives Course shell contains measurable course and aligning module-level student learning objectives that clearly state what students will know and be able to do as a result of completing coursework.
<input type="checkbox"/>	Assessments Course includes a mix of low- and high-stakes assessments which will allow students to practice and receive feedback and will allow the instructor to evaluate student mastery of learning objectives.
<input type="checkbox"/>	Student Interaction In addition to promoting achievement of learning objectives, course activities allow for regular (ideally, weekly) student-student interaction. Course shell includes information about how the instructor will communicate with students.
<input type="checkbox"/>	Course Technology Technology tools and media are accessible and support and enhance teaching and learning.
<input type="checkbox"/>	Student Support Course activities and assessments contain clear instructions. Course shell includes links to technology and academic resources and tutorials.
<input type="checkbox"/>	Accessibility Videos are captioned. Images have alt text. Links have meaningful descriptions. See: https://www.diversity.pitt.edu/digital-accessibility

Best Practices Remote Instruction

<input type="checkbox"/>	Establish Instructor Presence Communicate with students regularly. Consider posting weekly overview videos or announcements to discuss important information, deliver whole-class feedback, and to give important reminders. Facilitate discussion boards.
<input type="checkbox"/>	Give Timely Feedback Give improvement-focused feedback and grades on student work in a timely manner (within 1 week of submission).
<input type="checkbox"/>	Offer Virtual Office Hours Give students the opportunity to participate in remote office hours by phone, email, Zoom, and/or Big Blue Button web-conferencing. Office hours might be regularly scheduled or by appointment, per your preference.
<input type="checkbox"/>	Collect Student Feedback Consider using a midterm survey or some other means of checking in with students prior to the end of the term. See https://teaching.pitt.edu/omet/midterm/ to opt in to midterm surveys. If possible, make improvements based on student feedback.

