

Activity	Recommended Tools	Good Practices
Communicate with Students	It is critical to use the college-approved forms of communicating with students. At this time this includes Moodle and/or ACC email .	Explicitly establish a shared expectation about when and where students should check for announcements or other communications. Communicate frequently with students regarding any course changes.
Hold Office Hours	Use Moodle Chat. Create a Zoom Room. Start a chat in Microsoft Teams.	Email students to let them know the specific date and time you will be available online. Be consistent with the days and times you are available for office hours where possible.
Course Content	Pre-record your lectures using PowerPoint narration, Zoom, screen casting software. Upload course content to Moodle (PDF, word, etc). Link to existing online content (Open Educational Resources , Khan Academy , YouTube , etc.)	Adapt and add to previously created course material to save time. If a seminar presentation is necessary opt if possible for students to pre-record and upload to Moodle or submit by e-mail or file sharing program such as Microsoft Teams. This is preferable to a live presentation where technical issues may arise.
Individual or Group Presentations	Students can present using Zoom or Skype in real-time or record and share using YouTube or a file sharing program such as Microsoft Teams.	Where possible, consider substituting other work for presentation. Where presentations are necessary, students can give their presentations live using Skype for Business or Zoom.
Individual Projects or Assignments	Students can submit work to using an Assignment Activity in Moodle, a File sharing program or via E-mail. Have students submit video recordings of their performances, presentations, or projects using their phones, Zoom, or file sharing program such as Microsoft Teams.	Be kind with yourselves and your students. Create simple assignments that allow them to show their understanding without undue hardship to you or them.
Group Projects or Assignments	Have groups work together on a forum on Moodle. Let students work collaboratively using shared documents on Google Drive, or Microsoft Drive.	

Lectures	<p>Create a narrated or annotated PowerPoint presentation.</p> <p>Record your lecture using Zoom and upload the video to YouTube, OneDrive or Moodle.</p> <p>Hold live lectures using Zoom</p>	<p>If you are pre-recording the lecture for students to watch later, record in small chunks of about 5 minutes long. If you hold online synchronous lectures make sure you record them for students who are unable to attend due to technology limitations, sickness, etc. Post the recorded lectures to on Zoom.</p> <p>Try to keep Live lectures short under half an hour if possible.</p> <p>Include slides (ppt) or screen sharing in the pre-recorded or live lectures.</p> <p>Share materials which you are sharing during lectures outside of just the streaming (students may have connection issues and could look at materials offline and just keep audio connected.</p> <p>Ask students to mute their microphones. Students can use the Chat feature to ask questions. Questions can be answered once the lecture has been completed.</p>
Quizzes, Tests and Exams	<p>Convert your test or in-class quiz into a Quiz on Moodle with randomized question order.</p> <p>Turn your Final Project or Exam into a Take-Home Assignment which can be submitted by e-mail or through Moodle.</p>	<p>Consider substituting final assessment types:</p> <ul style="list-style-type: none"> • Take-home exams can be substituted for in-person proctored exams. • Oral exams via Skype or Zoom web-conferencing could be an option • The final exam could be replaced by an individual culminating essay or assignment. • Where final exams do not amount to a significant percentage of the final grade, or where the assessment of relevant learning outcomes are covered elsewhere in the course, a formal exam might be cancelled and the course assessment re-weighted accordingly

