

Remote Instruction Using D2L

The following is a list of basic best practices, steps and resources to help you prepare to teach remotely using D2L Brightspace.

Communicating with students and providing them with access to course materials are two key components for continuing instruction during a period of change on campus. Below are best practices along with technology links.

- 1. Posting announcements** - Posting your preferred contact information and your flexibility in responding to questions or clarifications from students in D2L Brightspace, will help keep them connected and lower student concerns in the absence of face-to-face courses. Regular email updates, reminders and checking in from instructors can also help reduce student concerns in an uncertain environment. [Steps for posting Announcements](#)
- 2. Content/Syllabus** - Uploading your syllabus and materials in D2L Brightspace allows students to access these as guides for continuing coursework and will often minimize the number of email and phone calls asking for information. Adding content also allows students to plan ahead with confidence that there were no changes, or that they have received those changes and can work within the updated information. Two steps for adding content - module and topic
[Step 1 for adding content to D2L Brightspace](#)
[Step 2 for adding content to D2L Brightspace](#)
- 3. Course Assignments & Leaving Feedback** - Confirming assignment and activity expectations, instructions and due dates can be placed in the Assignments area of your D2L Brightspace course or shell. Instructors may also leave feedback for individual students. Creating flexibility in how students collaborate and submit their assignments will help create a consistent environment for learning.
[Steps for adding assignments](#)
[Steps for providing feedback](#)

4. Course Discussions – Active discussions in D2L Brightspace keep students engaged with course activities, materials, peers, and instructors. This is a great place to facilitate formal and informal interactions with current events, general course discussions, and collaborations, and as a check-in for how students are doing overall during periods of change. **Two steps for creating Course Discussions**

Step 1- [create a forum](#)

Step 2- [create a topic](#).

Remote Instruction Using Zoom

Zoom can be used to hold synchronous classes or used asynchronously to provide instructional audio for updates, lectures and check in. When using Zoom synchronously it is recommended that when possible, instructors stay with their regularly scheduled class meeting times to support consistency for the students.

Either method can be accomplished by creating the “room” and sending students a link. Zoom is an easy and reliable way to help students feel connected to the course and the instructor.

[Zoom Video Conferencing](#). (this link also contains links to tutorials and support information)

- [Set up a virtual meeting](#) in your course using Zoom.
- Post an [Announcement](#) in your course with the link to the Zoom session.
- [Record the meeting](#) for those who are not able to attend.
- Zoom login: <https://minnstate.zoom.us>

If you are new to Zoom we are available to practice with you remotely for setting up a room, recording an update and sending the link. If you would like to try this on your own here are the simple instructions for Zoom.