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

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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