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 |  |