1. **Onboarding/Orientation Courses**
   - Technology Orientation for Online Learning (self-enroll):
     https://canvas.upenn.edu/enroll/H8XANW
   - Penn Nursing Faculty Orientation:
     https://platform.onlinelearning.upenn.edu/offering/a0Q2E000000LisaiUAB

2. **Technology Basics**
   - Technology prep checklist:
     https://www.nursing.upenn.edu/its/resources/technology-prep-checklist/
   - Nursing ITS faculty resources:
     https://www.nursing.upenn.edu/its/resources/faculty/
   - Nursing ITS guide to teaching, learning, and working remotely:
     https://www.nursing.upenn.edu/its/remote/
   - Nursing ITS Online Learning SharePoint

3. **Instructional Tool Guides**
   - Canvas:
     https://www.nursing.upenn.edu/its/resources/learning-technology-services/canvas/
   - BlueJeans:
     https://www.nursing.upenn.edu/its/resources/learning-technology-services/bluejeans/
   - Panopto:
     https://www.nursing.upenn.edu/its/resources/learning-technology-services/panopto/
   - Teams:
     https://www.isc.upenn.edu/how-to/microsoft-teams
   - Whiteboard technology tips & hacks:
     https://www.ctl.upenn.edu/whiteboarding-tools-work-remote-teaching-technologies

4. **Canvas Course Template Examples**
   - Penn Nursing online template site (self-enroll):
     https://canvas.upenn.edu/enroll/6A4WJM
   - Penn Nursing standard course template site (self-enroll):
     https://canvas.upenn.edu/enroll/XGX79H

5. **Video Best Practices**
   - Nursing ITS Guide to Going on Camera:
     https://www.nursing.upenn.edu/live/files/668-instructor-guide-to-going-on-camera
   - Delivering Effective Asynchronous Lectures (Penn Medicine MEHP):
     https://upenn.app.box.com/s/3dwakxwmoio2104fd94w37ctc5ac02x
     https://www.nursing.upenn.edu/live/files/1305-video-recording-at-home
   - Video Best Practices (Columbia CTL):

6. **Surveys**
   - Summer 2020 Faculty Survey:
     https://upenn.co1.qualtrics.com/jfe/form/SV_3lS76Chigke3WId

7. **Workshops and Recordings**
   - Nursing ITS:
     https://www.nursing.upenn.edu/its/remote/help/
   - Penn CTL:
     https://www.ctl.upenn.edu/workshops-prepare-teaching-remotely

8. **Pedagogical Support**
   - Penn CTL Resources and Strategies for Teaching Remotely:
     https://www.ctl.upenn.edu/resources-and-strategies-teaching-remotely
   - Using online tools for discussion:
     o https://www.ctl.upenn.edu/using-online-tools-discussion
   - Exams and quizzes when teaching remotely:
     o https://www.ctl.upenn.edu/exams-and-quizzes-when-teaching-remotely
   - Adapting final exams:
     o https://www.ctl.upenn.edu/adapting-your-final-exam-remote-teaching-environment
   - MEHP Remote Teaching Best Practices:
     https://improvinghealthcare.mehp.upenn.edu/teaching-resources/best-practices
**FACULTY REMOTE TEACHING & ONBOARDING CHECKLIST**

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<th>Step</th>
<th>Task</th>
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| 1 | **REVIEW REMOTE TEACHING GUIDES FROM PENN CTL AND NURSING ITS.**  
   - In Spring 2020, both Penn's Center for Teaching and Learning (CTL) and Nursing ITS compiled guides with tools for teaching, learning, and working remotely. |
| 2 | **REQUEST YOUR CANVAS SITE AND CONSIDER TEMPLATE OPTIONS.**  
   - To request your site, complete the Course Request Form so your site can be created. Your request will be fulfilled by Penn's central Courseware Support team.  
   - Need help? View our guide for using the form.  
   - Starting your course site for the first time, or looking for a refresh? Penn Nursing Online Learning has created a basic course template that is available to all Nursing faculty upon request.  
   - Email servicedesk@nursing.upenn.edu to request a template. |
| 3 | **ESTABLISH A COURSE MANAGEMENT PLAN.**  
   - For courses managed by multiple instructors, regular, consistent contact is essential. Plan to connect on a regular basis to discuss any course planning and schedule updates (weekly is ideal).  
   - Be sure to include TAs and course support staff in your weekly planning, and plan live, remote meetings well in advance. Share access details, agendas, and any instructions with students in advance to give them time to prepare and log in to the sessions early. |
| 4 | **CONTACT NURSING ITS AND SET UP A ONE-ON-ONE CONSULTATION.**  
   - Work closely with the Penn Nursing Online Learning team for advice and solutions for integrating technology tools in your course. The team can provide suggestions and help develop tutorials to help your students.  
   - Be on the lookout for student technology questions and issue reports, connecting with the Online Learning team as quickly as possible to provide assistance and help troubleshoot any issues that arise. Click here to make an appointment. |
| 5 | **REQUEST YOUR CANVAS SITE AND CONSIDER TEMPLATE OPTIONS.**  
   - Access the Course Request Form.  
   - Need help? View our guide for using the form.  
   - Self-enroll in a Basic Course Template demo site.  
   - Interested in using our template for your upcoming course? To request your site, complete the Course Request Form so your site can be created. Your request will be fulfilled by Penn's central Courseware Support team.  
   - Starting your course site for the first time, or looking for a refresh? Penn Nursing Online Learning has created a basic course template that is available to all Nursing faculty upon request. Email servicedesk@nursing.upenn.edu to request a template. |
| 6 | **START WHERE YOU ARE, AND BUILD ON WHAT YOU HAVE.**  
   - No need to reinvent the wheel. Keep activities that can be easily translated to a remote format, and build on those that require some tweaking for online implementation. Nursing ITS can provide advice for adapting assignments as needed. Feedback should be collected early and often (from other faculty, students, and staff). |
| 7 | **COMMUNICATE REGULARLY WITH STUDENTS.**  
   - Send regular announcements to students through Canvas to keep them informed of assignment due dates, new course materials, synchronous class meeting dates, and other relevant course news. A weekly summary of upcoming course activity will help students stay informed about the course. |
| 8 | **REVIEW AND GRADE STUDENTS WHILE PROVIDING ADEQUATE FEEDBACK.**  
   - Review and grade student assignment and exam submissions in a timely fashion. Provide students with feedback on their work, including rationales for grades and identifying any areas for improvement. Monitor class discussion boards: Comment and provide feedback on student responses, ask questions to guide the discussion, and add additional information.  
   - Read more about providing feedback on discussion board activities. |
| 9 | **PROVIDE TIMELY RESPONSES AND ONE-ON-ONE STUDENT SUPPORT.**  
   - Set clear expectations for students about your availability and the best way(s) to reach you. Provide timely responses to student inquiries through email, the Canvas inbox, and/or class discussion forums. Respond promptly to student requests for one-on-one meetings and/or phone calls, scheduling appointments as needed. |
| 10 | **BUILD CAMPUS CONNECTIONS.**  
   - Take advantage of the many campus resources that are available to help faculty and support your students. Reach out early and often, and know where to go to find help for your students.  
   - Faculty: Resources for teaching at Penn  
   - Students: Remote learning tips and links to Penn services |