

## Center for Learning and Teaching

### Faculty Readiness Self-Assessment

To self-assess your readiness to transition your course to online delivery, please complete the following checklist. Contact CLT ([clt@odu.edu](mailto:clt@odu.edu), 757-683-3172) for support.

#### Technology Readiness and Support

|    | I have access to the required technology that I will need to teach remotely:                                    | Yes | No |
|----|---|-----|----|
| 1. | Laptop and or desktop   |     |    |
| 2. | Reliable Internet access  |     |    |
| 3. | Headphones/microphone   |     |    |
| 4. | Webcam  |     |    |
| 5. | I know how to ask for technical help ( <a href="mailto:itshelp@odu.edu">itshelp@odu.edu</a> , 757-683-3192)     |     |    |
| 6. | I know how to ask for instructional help ( <a href="mailto:clt@odu.edu">clt@odu.edu</a> ; 757-683-3172)         |     |    |
| 7. | I know how to enroll in CLT's training workshops ( <a href="http://clt.odu.edu/events">clt.odu.edu/events</a> ) |     |    |

#### Have you contacted your students?

|     |  |  |  |
|-----|--|--|--|
| 8.  | I have emailed my course plan to my students   |  |  |
| 9.  | I have posted my course plan and syllabus in Blackboard (Bb)                             |  |  |
| 10. | I have contacted those students who've submitted accommodation requests                  |  |  |
| 11. | I know how to direct my students to receive technical support                            |  |  |
| 12. | I know how to create and post a Welcome video  |  |  |
| 13. | Know how to create a Q&A discussion board in Blackboard to answer my students' questions |  |  |

#### Blackboard, and Zoom Readiness. I know how to ...

|     |   |  |  |
|-----|---|--|--|
| 14. | ... make my Blackboard <a href="#">course available</a> to students                                 |  |  |
| 15. | ... communicate with my students using <a href="#">Bb announcements</a> and <a href="#">email</a>   |  |  |
| 16. | ... <a href="#">upload course material</a> to Bb (readings, Word, PDF, PowerPoint)                  |  |  |
| 17. | ... create and use <a href="#">Bb discussion board</a>  |  |  |
| 18. | ... <a href="#">create graded assignments</a> in Bb   |  |  |
| 19. | ... <a href="#">grade my students' assignments</a> in Bb  |  |  |
| 20. | ... <a href="#">create group activities</a> in Bb   |  |  |
| 21. | ... <a href="#">create quizzes and exams</a> in Bb  |  |  |
| 22. | ... <a href="#">check for students' plagiarism</a> using <a href="#">SafeAssign for assignments</a> |  |  |
| 23. | ... use <a href="#">Bb gradebook</a> (assign grades, clear exam attempts, etc.)                     |  |  |
| 24. | ... <a href="#">provide feedback</a> to my students in Bb   |  |  |
| 25. | ... conduct virtual office hours using <a href="#">Zoom</a>   |  |  |
| 26. | ... <a href="#">use Zoom</a> to conduct live classes  |  |  |
| 27. | ... <a href="#">use Zoom</a> to have students do their presentations                                |  |  |

#### If Blackboard is not available,

|     |   |  |  |
|-----|---|--|--|
| 28. | ... I have kept a local copy of all my course files, including my <a href="#">gradebook</a> |  |  |
| 29. | ... I have a hard copy of my class roster (student email and phone)                         |  |  |
| 30. | ... I have a hard copy of my course grades  |  |  |