

Teaching during a pandemic

PLAN

- Decide on your teaching approach (e.g., fully synchronous, combination of asynchronous and synchronous, fully asynchronous, or hybrid) [🔗](#)
- Identify the remote teaching options that can be used to replace your current teaching practice [🔗](#)
- Familiarise yourself with the technology that you intend to use to teach (e.g., Zoom, Microsoft Teams, LumiNUS, etc.)
- Use LumiNUS Learning Flow to organise content intuitively [🔗](#)
- Get to know your students using a pre-semester survey [🔗](#)
- Find or make written, audio and/or video content [🔗](#)
- Create an assessment blueprint [🔗](#)

COMMUNICATE

- Use LumiNUS Announcements, email or other tool to communicate regularly with students [🔗](#)
- Consider a weekly vlog to address any issues that arise over the week
- Set up LumiNUS Consultation to help schedule virtual office hours [🔗](#)
- Create a LumiNUS Forum to address FAQs and refer to it during teaching
- Help build community by using FlipGrid at the beginning of the semester to allow students to introduce themselves to each other

PRESENT AND ENGAGE

- Disseminate lecture notes, handouts and assignments to students using LumiNUS Files, Weblinks, Microsoft Teams, etc. [🔗](#)
- Add video content using LumiNUS Multimedia or Weblinks to YouTube content [🔗](#)
- Keep video content short—break video lectures into small 5–10 minute segments centred on single topics or concepts
- Get students to socialise online, for example, consider creating a Microsoft Teams site specifically for students to socialise [🔗](#)
- During video conferencing, look into the camera, avoid virtual backgrounds
- In synchronous teaching activities, provide a backchannel that allows students to communicate with you and each other anonymously
- Use Zoom Breakout Rooms or Microsoft Teams Channels to get students to work together [🔗](#)
- Monitor student work in synchronous sessions by requiring students to use collaborative tools such as Google Docs or Microsoft OneNote
- Support online asynchronous discourse using LumiNUS Forum
- Gather anonymous student feedback using LumiNUS Survey [🔗](#)

ASSESS

- Design your assessment items following your assessment blueprint
- Recognise that online assessment is open book
- Design questions to elicit higher-order thinking [🔗](#)
- Make assessment rubrics visible to students and ensure that they are familiar with what is expected
- Check students' readiness using weekly quizzes [🔗](#)
- Administer online assessment securely using ExamSoft or LumiNUS [🔗](#)
- Use a student submission folder in LumiNUS Files to allow students to submit work online
- Analyse assessment results to support students' learning and to modify teaching
- Provide feedback on students' work to support reflection and self-regulation