

New Academic Quarter Instructor Checklist

Information Technology Services

12.09.2020

The University of Chicago offers three primary teaching and learning tools for remote or hybrid courses. These tools are integrated with each other, which makes it easier for students to navigate and access course content regardless of how they attend classes.

Canvas is the University's learning management system. It is integrated with many of the learning tools offered by the University and can serve as the central hub for information and communications for your course. Instructors can upload course documents, link to course reserves, start discussions, create and grade tests and assignments, and communicate with students via announcements and emails.

Zoom is the University's video and audio-conferencing tool. Zoom's engagement features allow instructors to do much more than sharing the screen or slides with students; it is also possible to have students take turns speaking, or enter their questions into Chat.

Instructors can have students annotate on a shared screen, use the built-in whiteboard, provide non-verbal feedback, and use breakout rooms for small group discussions. Zoom is integrated with Canvas, which allows instructors and students to access course meetings and cloud recordings all in one place.

Panopto is the University's video management platform. It is a tool for recording, organizing, embedding, and live streaming video. It seamlessly integrates with Canvas for video/audio course content and in-video quizzes, and it can be used for DIY lecture capture and screencasts. Panopto also includes a suite of web-based video editing tools. While Canvas has its own audio and video tools, Panopto offers more robust features and analytics.

Course Setup Checklist

1. Create the course Canvas site at courses.uchicago.edu. Click the "Create Course Site Now" button and follow the prompts to begin.
2. Add the course syllabus to the [Syllabus section on Canvas](#).
3. Choose the [Course Home Page](#). The Syllabus page is recommended for this.

4. Add course content to [modules in the Canvas site](#).
5. Create [assignments](#) in Canvas with due dates and [details](#) in the assignment area. This will also build the Gradebook.
6. Schedule synchronous Zoom meetings that will be needed for the quarter using the [Zoom-Canvas integration](#).
7. Assign Teaching Assistants (TAs) as alternate hosts to help manage participants and chat.
8. Ask each TA to contact [IT Services](#) to request a Zoom account with additional features for teaching.
9. Record asynchronous (non-real time) lectures using the [Panopto-Canvas integration](#).
10. Review how the Canvas site will appear to students using [Student View](#).
11. [Publish](#) the Canvas site to make it available to the students enrolled in the course.
12. Create a welcome [announcement](#) for students so they know the Canvas course site is available.

Support Resources

IT Services

- To request an Instructional Design consultation, please fill out the [Contact Form](#).
- Additional support is available during [Virtual Office Hours](#) (no appointment necessary).
- Web Accessibility consulting is available from the [Center for Digital Accessibility](#).
- [Training](#) is available on the remote teaching and learning tools (e.g. Zoom, Canvas, Panopto).
- Classroom audiovisual training is available for instructors on the audio-visual technology in specific classrooms. Please contact AV Services at 773.834.4499 or avs@uchicago.edu before the start of the quarter. Additional AV equipment [tutorial videos](#) are available online.

Chicago Center for Teaching

The Chicago Center for Teaching provides consultations about adapting courses for remote teaching and learning, which can be scheduled on the [CCT website](#) or via email at cct@uchicago.edu.

Library

Submit questions via the [Ask a Librarian](#) page.