











This quick reference guide addresses the tools and platforms available to instructors in order to adapt instruction for remote delivery.


I. Communication

Method	Establish how you will communicate with students and inform students of the communication method.
 canvas	Course Announcements Create course announcements in your Canvas shell to share important information with your students quickly and easily.
 canvas	Canvas Inbox Using the Canvas inbox, you can send and reply to messages from your students, making it a quick and easy way to communicate.
 canvas	Course Syllabus Add your current syllabus to the course for students to have access to a digital copy.
 canvas	Discussion Boards Using a discussion board as a course FAQ is a great way to encourage students to share questions or concerns with both the instructor and peers.
	University Email The University of Kentucky supports email and cloud storage in Office 365 and Google Apps for Education.

II. Distribution of Documents



Method	Determine how will distribute accessible course documents.
 canvas	Upload Documents to Canvas via Files, Pages, or Modules Upload files to your course in Canvas, which can then be linked to within a page or a module .
	Check Accessibility with Ally Review your Ally indicators under Files or within your course Accessibility Report and click on low performing indicators for suggestions on how to improve accessibility.
	Utilize UK Libraries Resources Familiarize yourself with the resources and services offered by UK Libraries . Identify what online databases might be most useful to your course and how students can access resources online.

III. Assessment




Method	Decide how you will deliver and collect course assessments.
 canvas	Assignments The Assignments tool within Canvas enables students to submit a wide range of file types and media, including videos and audio. Consider attaching a rubric to make expectations clear.





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Method	Decide how you will deliver and collect course assessments.
	Quizzes Deliver quizzes and exams with the Quizzes tool , which allows for a variety of objective and subjective question types.
	University Email Deliver and accept course assessments via University email.



IV. Student Engagement

Method	Consider how you would engage your students.
	Zoom Zoom web conferencing allows for real-time interaction and discussion in “rooms” of up to 300 people. All UKY students and faculty have a free Zoom Pro account.
	Discussions The Discussions tool can be used to facilitate asynchronous discussion and encourage peer-to-peer interaction through exchanges via text, audio, and video. Keep the discussion at the course-level or break-up students into smaller groups .
	Chat The Chat tool can be used for real-time conversation with both instructor and students. Any user in the course can participate in and view all chat content.

V. Lecture

Method	Determine how you would communicate lecture material to students.
	Zoom Conduct synchronous lectures to your class via Zoom web conferencing. Students can view your presentation and join in on the conversation in real-time.
	YuJa Software Capture Using YuJa’s software capture tool , you can create a recording of your lecture and make it available to students for later viewing.

VI. Office Hours

Method	Select an option for holding office hours virtually.
	Zoom Set-up a Zoom room for hosting office hours to meet with students virtually.
	Conferences Virtual office hours can be held using the Conferences tool .