Online Teaching Checklist

The important stuff:

- ☐ I began with measurable and observable objective(s)
- ☐ My content is accessible
  - o Videos have captions – how to use automatic captioning in YouTube
  - o Images have Alt Tags
  - o I've reviewed my IEPs for modifications and accommodations
- ☐ All hyperlinks work
- ☐ My hyperlinks are accessible (my link is descriptive) – this is Julie's biggest pet peeves 😊
- ☐ I've tested content on different devices and browsers
  - o Tablet
  - o Smart phone
  - o PC/Mac
  - o Different browsers (Chrome, Firefox, Safari)
- ☐ My content has good contrast (remember – NO YELLOW TEXT)
- ☐ I only used color for emphasis, not meaning
- ☐ I removed underlined text, except for hyperlinks because this can be confusing
- ☐ I used bulleted lists, numbered lists for steps, tables, or visuals in my directions (snipping tool)
- ☐ I have one place for students to submit assignments (not email)
- ☐ My content is socially responsible
  - o Photos and videos represent my student body
  - o I've worked on reducing implicit bias

The good stuff:

- ☐ I have a social emotional check-in activity(ies)
- ☐ I have a Q & A place for all questions
- ☐ My lessons are Universally Designed:
  - o including Multiple Means of Representation
  - o including Multiple Means of Action and Expression
  - o including Multiple Means of Engagement
- ☐ My presentations are engaging
  - o Chunked into sections (I do, we do, they do)
  - o Quickly paced
  - o I used emojis, memes, gifs, student work, student pictures, animals (whatever motivates)
- ☐ Videos are chunked into 10-minute (or less) segments
- ☐ I've included guided notes for instruction
- ☐ I've included checklists or a rubric for students to self-assess assignments
- ☐ I've incorporated peer review as much as possible – peer review strategies online
- ☐ I've incorporated small group discussion (i.e. break out rooms in zoom, google meet)

The fun stuff:

- ☐ I've incorporated a game component, such as Kahoot!, Google Slides activities

- ☐ I designed a [choice board](#) for assignments
- ☐ I have interactive slides ([Google](#) or [NearPod](#)) to increase student engagement
- ☐ We celebrate our accomplishments (i.e. Show-n-Tell, Student of the day)
- ☐ We take time [for fun](#) (crazy hat day, bring your pet to class, pick your meme)

I want to learn more:

[Low Tech Options](#)

[SimpleK12.com](#) – free daily webinars

[Dr. Theresa Wills](#) – YouTube Channel & daily webinars

[Pocket Full of Primary – YouTube Channel](#)

[ShakeUpLearning.com](#) – Google Certified Educator

[Understood.org](#) – Understanding IEPs – Online accessibility