

CONSIDERATIONS FOR PHYSICALLY DISTANT CLASSES

WILL YOU BE USING COMPUTERS IN CLASS? IF SO...

- Make sure computer/device is fully charged as plugs/outlets are scarce.
- Ask students to bring headphones if they'll be verbally participating in online discussion.
- Prepare a list of shortcuts (both for Mac and PC) for students to help them quickly toggle between documents and windows or split their laptop screen to view multiple windows at once. Some you might include (and demo on the first day of class) are:
 - PC/Windows
 - Alt + Tab: Allows you to scroll through open windows.
 - Windows + left/right arrow: Moves the active window to the left or right and allows you to open a new/second window on the other half of the screen.
 - Mac
 - Command + Tab: Allows you to scroll through open windows.

WHEN PLANNING ACTIVITIES, ALLOW EXTRA TIME

- Things that only took a minute or few seconds to set-up in a "normal" class will likely take more time in the socially distanced class.

INCORPORATING APPLICATIONS

- If you will be incorporating applications such as Google Docs, Zoom, or polling software, dedicate time in the first or second class to get students set up and make sure that everyone is clear on and comfortable with how things work so you won't have to take as much time on logistical questions later.

UTILIZE TEXTING APPS

- If students will be participating "in class" from a distance, consider utilizing a texting app such as [GroupMe](#) or [Remind](#) so that students can quickly reach out to you to let you know that they're having technical difficulties.

TEST IT OUT!

- Find some colleagues (or call your CITL friends - if we can't come or if we need a lot of helpers, we'll recruit our trusted student employees) and try things in person before the first day of school so that you can troubleshoot any problems and solve them in advance.

MAKE SPACE TO PROCESS WHAT'S HAPPENING

- Consider together the disruption we all are experiencing. Offer students opportunities to share what they're feeling; acknowledge that they might be scared and uncertain about the present and future. Reassure them that you will help them learn and succeed in the course.