

Teaching Remotely and Redesigning Assessments in a Demanding Time

Teaching and Learning Services



McGill University

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Welcome

Our goal is to provide you with the opportunity to:

1. Experience engaging with others via Zoom
2. Become aware of resources available on the TLS website
3. Formulate ideas for changing assessments in ways that are:
 - appropriate for your course(s)
 - manageable for you
 - manageable for your students

Keep it simple.

- You may be unfamiliar with remote teaching.
- Your students may be unfamiliar with remote learning.
- Your students may have preoccupations that affect their concentration and their ability to demonstrate their learning in the assignments and assessments.
- **Keep well-being in mind – yours and your students'**

Resources for Teaching Remotely

Available and recommended tools

- Zoom
- myCourses

Support

- Zoom for remote teaching
<https://mcgill.ca/tls/instructors/class-disruption/zoom>
- myCourses Essentials – log in at
www.mcgil.ca/mycourses
- Instructor buddy system
- Student buddy system



The screenshot shows the 'myCourses Essentials' interface. At the top, there's a navigation bar with 'McGill myCourses' and 'myCourses Essentials' on the left, and user information 'Carolyn Samuel as Student' on the right. Below the navigation bar, there are links for 'Course Home' and 'Discussions'. The main content area is titled 'Quizzes' and features a decorative banner image of a desk with a notebook, a coffee cup, and a teapot. Below the banner, the word 'Quizzes' is written in red. A paragraph of text explains the Quiz tool: 'The Quiz tool allows you to administer online quizzes or exams. You can create different types of auto-gradable questions such as multiple-choice, true or false, short answer, etc. (a full list of question types is shown in the screenshot below). Written response questions must be graded manually.'

5 Principles for Making Decisions about Assessment in Challenging Times

1: Simplify

2: Prioritize

3: Offer alternative assessment formats

4: Consider extending assignment deadlines

5: Communicate

Example scenarios:

- You had a second midterm that was scheduled for the week of March 16 ...
- You had scheduled a 60% multiple choice final exam covering material from the beginning of the term ...
- The last two weeks of classes were scheduled for group presentations worth 15% of students' final grade ...
- More at: <https://mcgill.ca/tls/instructors/class-disruption/assessment-principles>

Considerations and Guidelines for Redesigning Grading Schemes

Example options:

- **If 2/3 of grades are already finalized:**
 - consider canceling the final exam and converting grade to ##/100
- **If less than 2/3 of grades are finalized:**
 - consider cancelling the final exam and replacing with an assignment to bring students to 2/3
 - change format
 - open-book exam
 - value of allowing 48 hours

More ideas on TLS resource pages:

- Select appropriate online assignment and assessment strategies
<https://mcgill.ca/tls/instructors/class-disruption/teaching-continuity-guide>
- Considerations and Guidelines for Redesigning Grading Schemes
<https://mcgill.ca/tls/instructors/class-disruption/redesigning-grading-schemes>

Satisfactory/Unsatisfactory (S/U) and late withdrawal options

S/U

- Grade not calculated in GPA
- Option open until May 22, 2020; students will know their grades by this date.*

*Check with your academic unit.

Late withdrawal

- Deadline for selecting a withdrawal from a course in Minerva extended to April 15, 2020 (effective Monday, March 23)

Teaching Continuity Guide for Unplanned Course Interruptions

<https://mcgill.ca/tls/instructors/class-disruption/teaching-continuity-guide>

Foster academic integrity

- Academic integrity statement on assignment and exam cover pages
- Honour code for students to sign
- Respect for copyright
 - Copy and paste a statement into your myCourses site. See: Foster academic integrity on this page: <https://mcgill.ca/tls/instructors/class-disruption/teaching-continuity-guide>

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Deadlines

Final exam

Assignment deadlines

Deadlines during the
March 16-29 suspension
of teaching activities

Participation grade

Assignment deadlines

- If no final exam was scheduled, the instructor may extend the deadline for assignments up to May 1.
- If a final exam was scheduled but the instructor cancels it, deadlines for existing assignments or the new exam alternative may extend to May 1.
- If a final exam was scheduled and the exam is maintained, the deadline for outstanding assignments cannot go beyond the last day of classes, i.e., Tuesday, April 14.

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