**Checking Equipment to Teach Remotely**

Faculty are asked to make sure they have tested access to the following equipment at home:

* Laptop or desktop computer.
* Microphone – this may be built into your laptop or computer, or you may use an external device such as a USB microphone or headset.
* Webcam – a camera may already be built into your laptop, but you can also use an external USB camera for video conferencing
* Internet – either commercially provided (ex. Comcast, FiOS), or a wireless hotspot through your mobile phone.

**Multi Factor Authentication**

As of January 9th, 2020, all faculty, staff and students are required to us Microsoft MFA for accessing Office 365 and MyMav off campus. Information on how to set up MFA can be found [here](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Foit.uta.edu%2Fprojects%2Fmulti-factor-authentication%2F&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899901976&sdata=M3VlJJfZd0Qy6R4s34eFGEFMmCAk67bz83lP8OcE%2BI0%3D&reserved=0). For more information, please review the [Multi-Factor Authentication Resource Guide.](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Futa.service-now.com%2Fkb_view.do%3Fsysparm_article%3DKB0010817%2520&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899911978&sdata=P3qfjrCpj2Oh7iun3Outx5SfNJOjj6tEacuEBJySrIo%3D&reserved=0)

**Tips to Be Prepared to Teach Remotely**

**Provide Your Course Resources Online**

* All courses currently being taught have a Canvas course shell available. If you need assistance with navigating Canvas you can find a variety of training materials on the [Canvas Faculty Training](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uta.edu%2Fadministration%2Fprovost%2Fpolicies-and-resources%2Fcanvas%2Ffaculty-training-resources&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899911978&sdata=Zj1LIqjzgMlge%2FYHvo5nbGwNCSTDx5rUls44KYGf6uE%3D&reserved=0) page. Assistance via chat or phone is available 24/7 through the Canvas Help icon located on your Canvas Dashboard.

**Post key class materials and video lectures**

* [Add content](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvimeo.com%2F72433830&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899921966&sdata=%2FFf0GTRGrojA9JKXlab7vVpJgXw67%2BJlQkV80hThz5A%3D&reserved=0) such as your class notes, readings, and video presentations.  If you need additional content for your course, the Canvas Commons contains many resources that can be integrated into your course.
* [Studio](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Fcommunity%2Fanswers%2Fguides%2Fstudio-guide&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899921966&sdata=TxqEj2DM0AYsBmFcCWolWrnn6WWT7OS4tFQPZk8HWnk%3D&reserved=0) in Canvas allows you to easily record audio, video, and your computer screen, and integrates with Media Gallery in Canvas. You can view a webinar on how to use Studio [here](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Frecording%2Fplay%2FQGCdQ-Irvt-GmiaOz3HvyHoBFqIJLjoPuPn0hiput-bG8Y82gcLBd7KHZbsu0ehV%3FcontinueMode%3Dtrue&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899931962&sdata=eBiWiGeMoek2I5lujUyEmj4H9EBvu66h5EOimagVPPk%3D&reserved=0).

**Communicate with your class through Canvas**

* [Announcements](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Fdocs%2FDOC-10405-415250731&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899931962&sdata=gvdqN2V%2F%2BWkneKVCfKHkfpm%2FlS%2BroHUr8E0u7olDadY%3D&reserved=0) are an ideal way to post time-sensitive information critical to course success. Add announcements for due dates for assignments and projects, changes to your syllabus, corrections/clarifications of materials, and exam schedules.
* [Course messages](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Fdocs%2FDOC-12740-4152719683&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899941958&sdata=Bu711BR1fjBHWVnY1ShRePH7AWbbZ%2FwFRhQfNTUOJPs%3D&reserved=0) are private and secure text-based communication that occurs within your course among course members. Although similar to email, you must be logged in to a course to read and send course messages. Message activity remains inside the system, and you do not have to worry about email addresses that may be incorrect or outdated.
* [Online discussions](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvimeo.com%2F108385146&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899941958&sdata=9Xqt2mJX4hRZgO%2FdkBuYEs05N3qNt0WmDTONYMctqiI%3D&reserved=0) allow students to take time to reflect on course material before they post ideas. You can observe and respond to posts as students demonstrate their grasp of the material and correct misconceptions.
* [Conferences](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DNeO5KLDCfJk&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899951946&sdata=NzGZFEqcp7YPIQGf8xK%2FdELm8G4fOw3TC%2FU1Xr6Mi7M%3D&reserved=0) allows synchronous video conferencing for instructors and students enrolled in the course. You can use this feature to present and record real time video lectures or hold virtual office hours.
* [Microsoft Teams](https://nam05.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.bu.edu%2Ftech%2Fservices%2Fcccs%2Fconf%2Fonline%2Fmicrosoft-teams%2F&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899951946&sdata=lOdTQhndFsuaoy4AIoROEh%2B5XWaBbRKYxONNPlHJWsI%3D&reserved=0) combines modern online meeting technology with persistent chat, file storage, and collaboration. The full functionality of teams is available to faculty and staff, but anyone you invite can join a Teams meeting. To get started you can [log in to Microsoft Teams](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fteams.microsoft.com%2F&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899961948&sdata=kQ4xgeb4WaYTGelhcJ%2F0uLDiRndawcXOJDy%2BKitrMaI%3D&reserved=0) from your web browser or download the Teams app from [Microsoft.](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fteams.microsoft.com%2Fdownloads&data=02%7C01%7Cmcosio%40uta.edu%7C04086e3b43b2490dac8c08d7c186c42e%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637190656899961948&sdata=V25aYF4fw7ZPL9KZqXQK1odwgQxpkIAdWCsYMSqoRc0%3D&reserved=0)

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