

Basic Protocols for Remote Professors & T.A.s

Zoom	Basic Professor Set-up	Communicating with your TA	TA Responsibilities	Pedagogy	Troubleshooting
<ul style="list-style-type: none"> • Enable co-hosting, breakout rooms, and screen sharing in settings • The <i>professor</i> schedules the Zoom invite as a recurring meeting (same Zoom link can be used all semester) • TA will sign in to the Zoom meeting as a cohost or participant (avoid sharing your login and password information with your TA) 	<ul style="list-style-type: none"> • Make sure your internet is working well • Use a headset <ul style="list-style-type: none"> • wired headphones often work best • Sign in to Zoom and launch the meeting 10 minutes before class starts 	<ul style="list-style-type: none"> • For long-term TA/professor partners, meet early to discuss plans and expectations • Consider trading cell phone numbers • Make a plan in case technology fails 	<ul style="list-style-type: none"> • Arrive 10 minutes early and sign in to all technology and Zoom • Take attendance • Provide basic classroom oversight, including enforcing mask wearing and basic cleaning protocols • Moderate discussions and small group activities • Liase between remote professor and in class students 	<ul style="list-style-type: none"> • Avoid long lectures, intersperse class with engaging activities • Focus on essential understandings (don't try to cover too much material) • Create activities which can be done in both remote and in-person settings (do not expect in class students to be on zoom) • Check in with students regularly to see how class is going 	<ul style="list-style-type: none"> • Tech trouble? email help@northwestu.edu • Student concern? email studentcaregroup@northwestu.edu • Need to cancel class? email your dean • Hyflex teaching question? email hyflex@northwestsu.edu