

# CTE Online/Remote Delivery Best Practices

## Remote (no internet) Distance Learning:

- Make directions and expectations clear and easy to read
- Write a letter to accompany any packet/work you send home to explain your expectations in more detail
- Be sure to include any special supplies they may need - keep in mind they may not have basic things like paper/pencils/pens. If an assignment needs them, you should send them.
- Give them a way to contact you with questions (phone number/email/"office hours")
- Make phone calls home once or twice a week - keep a log/record of conversations
- Have a plan for how the assignment will be used once you are back
  - Will you just grade it
  - Is it a part of a larger project
  - Will you incorporate it into a larger unit?

## Excellent Digital Tips:

From: 2018 [edition](#) of Library Technology Reports

- "Provide step-by-step instructions for accessing the course and all course materials;
- Offer multiple formats of materials, including Word and PDF documents;
- Provide transcripts and closed captioning for all lectures, talks and synchronous or asynchronous interactions with students;
- Use Sans Serif fonts to increase visibility and accessibility;
- Use bold to display emphasis rather than color (for students with color blindness); and
- Maintain ongoing one-on-one and group communication with students and offer accessible opportunities for interaction."