Remote teaching: Create digitally friendly documents

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This article reviews how to **create and recreate** documents so that they are digitally-friendly and ready to be used for remote instruction.

See also:

- Remote Learning, Teaching, and Work: Suggested Computer Accessories
- Students: Remote Learning Tools

Overview

Remote instruction can greatly benefit from the use of tools designed for online collaboration and sharing. If you're faced with either a) **interacting with** or b) **presenting** materials for remote instruction, the following services can be extremely helpful.

Strive to make your documents **self-sustaining** — use form fields to clearly denote where a reader should interact with the document or annotations/comments to pose questions and provide feedback.

Document types

Choosing the right file format for your document is important as it shapes **what tools you have** at your disposal and **how people will interact with** the information you present.

	.PDF	.DOCX	Office Online
Form Fields[1]	✔️	❌	❌
Annotations/Comments	✔️	✔️	✔️
Viewable on any device	✔️	✔️	✔️
Consistent formatting across devices	✔️	❌	✔️
Default storage location	Local	Local	Online

[1]*Allows for specific placement of fillable sections to easily allow responses while maintaining clean formatting.*

Storage, distribution, and submission

Once you've created your document, the next step is to decide where to host it, how to distribute it, and how you're going to collect responses.

	via Email	via Moodle	via OneDrive
Distribution method	Distribution list 🔗[1]	Upload to the course	Shareable link w/ view & download permissions 🔗
File size limit	20MB	128MB	1TB
Storage location	Local	Moodle	OneDrive
Replies/submissions[2]	Individual responses[3]	In the Moodle Course	Share directly to recipient 🔗

[1]*Acts similar to a mailing list where one can send the same email to multiple recipients.*

[2]*The distribution method you choose **does not** limit your replies/submission method. (e.g., You can send a document via Email and receive submissions via your Moodle course.)*

[3]*Create an Outlook Rule 🔗 based off of your distribution list to automatically sort replies/submissions into a folder.*

Design

Form fields (.PDFs only)

> **See more:** Adobe Acrobat Form Field Basics 🔗

This tool allows you to place **specific, fillable sections** in your documents. Make it obvious where a reader needs to provide input and keep formatting **consistent & clean**!

These fields can be used for something as short as a fill-in answer to as long as an open-ended question.

Annotations/comments

> **See more:**
>
> - Adobe Acrobat 🔗
> - Word 2016/2019/O365 🔗
> - Word Online 🔗

Receive feedback & responses from your reader(s)! Highlight sections to **pose a question** & allow each

user to add their own response.

Groups can **collaborate on assignments** or individuals can ask clarifying questions about the material itself.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

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