Tips for Teaching Online

https://goo.gl/YnxMgB

Instructor presence

- Define what your presence will entail (communication policy) and communicate it to students. Important to make them feel that you will be responsive.
- Weekly (at least) announcements.
- Q&A Discussion Forum for students to ask course-related questions; encourage other students to jump in and answer.
- Regular schedule for responding to forum and student email posted in syllabus.
- Instructor video welcome to the course (and perhaps intro to each unit) - students love to see their instructors.
- If not actively facilitating, at a minimum, summarizing of a weekly discussion.

Content organization

- Consistent organization: easily navigable.
- Be consistent from week to week or unit to unit.
- Contents chunked into smaller bits (video lecture lengths - no more than 5-8 mins if that).
- Consistency of technologies used.
- Create a video course tour.
- ADA compliance.

Learning Activities

- Provide detail - not just what students have to do, but also how, where, and by when.
  Any questions about an assignment are extra work and a potential source of frustration in the online environment - both for students and instructors
  - Rubrics help
  - Examples of what is expected OR analysis of an average example that could be improved.
- Regular assignments (including chunking of assignments) to keep students from falling behind.
- Larger classes - use small groups especially in discussions

Support for tech

- State required tech upfront.
- Provide practice on each tool the first week.
- Provide sources for tech support.