

ten TIPS

FOR TEACHING ONLINE

1 Learn the basics and explore the capabilities of the LMS and other technologies to support the integration of resources, interactions, and assessments into your online course.

2 Establish and communicate out grading rubrics, along with details on what constitutes unacceptable, acceptable and exemplary work.

3 Send announcements to introduce the module or topic each week, relate current events, and remind students of upcoming due dates.

4 Communicate with students individually to provide regular updates on how they are progressing and performing in the course.

5 Check in early with students who are not participating fully and help them stay on track throughout the course with regular check-ins and feedback.

6 Be sure that students know how quickly you will respond to all types of inquiries, including email and phone calls, and meet those expectations.

7 Let students know if and when you will be unreachable, and provide instructions on what to do if they need immediate assistance.

8 Set aside time in your own schedule each week dedicated to teaching and managing your online course, and developing your own support network.

9 Be sensitive to web accessibility issues and know where to find institutional resources related to making accommodations for students with disabilities.

10 Ask students for feedback on their experience within the course and the online environment as a whole, and incorporate that feedback into your practice.