Online Teaching Quick Tips

# Let students know who you are

* Createa Blackboard announcement for the first day of class that includes a short video introduction of both you and the course content.
* Send out an announcement each week to highlight what is happening and get students excited for the week’s material.
* Be yourself! Capitalize on any opportunity to infuse your personality into the class so students get to know you.

# Build a community

* In the first week, have a discussion forum where everyone introduces themselves to the rest of the class. Ask specific questions and encourage interaction.
* Have at least one discussion board each week where students (and you) exchange ideas on a relevant topic. Discussions are key to student engagement in an online course.
* Include group projects if appropriate to the content. Provide suggestions for how students can meet virtually if needed.

# Give generous feedback

* Clearly communicate regular assignment due dates and when and how students will be getting feedback from you on assignments, quizzes, etc.
* Be detailed in feedback on assignments. If something was good, let them know why. If points were missed, let them know what can be done differently. This is your chance to interact with students individually regarding the progress of their work.

# Provide support opportunities

* Set and keep virtual office hours where students know they can seek help.
* If a lesson has historically troubled students, proactively create and embed videos that help them to better navigate the content. This is also a great opportunity to host synchronous help sessions that are recorded for those that can’t attend.
* Respond to student emails promptly and make sure they know a timeframe for returned communication. *Example: I will return any contact as soon as I can, but always within 24 hours during the week and 48 hours on the weekend.*

# Know your audience

* Appeal to different learning preferences by including a mixture of text, images, audio or video recordings, and interactive materials.
* Challenge yourself to divide or “chunk” lesson materials in smaller sections. An hour long lecture may work in person, but it doesn’t necessarily translate to the online environment. Shorten video length (ideally no more than 7 minutes) and tie content directly to activities.