Tips for Successful Online Teaching

1. Be active with a strong presence
   • Be present and available from the beginning.
   • Schedule time to be online.
   • Make a commitment to students on a reasonable response time.
   *Tools: News, Discussions, Chat, Email, Videoconferencing*

2. Build community
   • Instructor to class
   • Instructor to student
   • Student to student
   *Tools: News, Discussions, Chat, Groups, Email, Videoconferencing*

3. Communicate consistently, clearly and often
   • Keep a regular schedule
   • Establish expectations
   *Tools: News, Rubrics, Checklists, Email, Gradebook Comments*

4. Monitor user progress
   • Low stakes activities
     • Watch for online cues (regularly logging on, participation, completed work)
   *Tools: User Progress tool, Checklists, Rubrics, Quiz Statistics, Gradebook*

5. Use multiple methods to assess learning
   • Use low stakes activities to check learning
   • Use informal and formal assessments
   *Tools: Dropbox, Discussions, Quizzes*

6. Provide amplified assistance/feedback
   • Provide regular feedback
   • Guide learning
   • Monitor & encourage
   *Tools: Audio Feedback, Self-Assessments, Personalized News, Release Conditions, Replacement Strings, Email, Gradebook Comments*

7. Keep students engaged
   • Use a variety of strategies/multiple learning opportunities
   • Provide Examples
   • Use Multimedia (visuals, audio, video, simulations)
   • Incorporate active activities
   • Balance content and participation
   *Tools: Content, Insert Stuff, Discussions, Chat, Groups, Dropbox, Quizzes*

8. Create short cuts
   • Log common feedback responses
   • Automate grading/feedback where possible
   *Tools: Intelligent Agents, Release Conditions*

9. Get feedback from students
   • Provide opportunities for feedback during and at the end of the course.
   *Tools: Anonymous Surveys, Anonymous Discussions*

10. Keep a journal
    • Track what is working well
    • Note challenges, errors, and time management
    • Identify what changes you will make next time