

## 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