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