Best Practices for Online Teaching

✓ Create a communication plan. (Think ahead about how you will talk to your students and how frequently.)

- Send a welcome email at the beginning of the course (typically the first day).
- Record a short welcome video (less than five minutes).
- Strive for faculty-to-student interaction (remain engaged throughout the semester).
- Encourage student-to-student interaction with discussion boards, chatrooms or a channel in Microsoft Teams.
- Respond to emails within 24 hours.

✓ Personalize the content with weekly videos and voice-over for presentations; use captions to meet ADA standards.

✓ Provide students the opportunity to meet synchronously once per week (record session for those who are unable to attend live).

✓ Provide feedback. This is particularly important when students are not meeting regularly in a face-to-face classroom.

✓ Complete early warning notifications throughout the semester (Starfish, etc.).

- Post encouraging announcements in the LMS.
- Utilize peer feedback for some assignments.

✓ Share support resources available to students (Helpdesk, Pirate Tutoring Center, Library, etc.).

✓ Ensure a consistent layout in the LMS (such as Modules, Pages, etc.).

✓ Be flexible and understanding.

✗ Don't expect all students to attend virtually at a set time (record sessions to be viewed later).

✗ Don't assume students have constant or fast internet access (hence the need for recorded sessions).

Additional Resources for Online Instructors

Sample Canvas Course(s) can be found **HERE.**

Benefits of Feedback to Students can be found **HERE.**

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