Tips for a Successful ONLINE CLASS

Communication, Expectations, Consistency, Organization, and Relationships

1. Communication
   - Post regular news updates to your class
   - Use short video clips in addition to text-based updates
   - Participate in discussion boards with your students
   - Use Brightspace for virtual office hours
     - Text-based chats or videoconferencing

2. Expectations
   - Tell your students...
     - How to login to the class
     - Where to access course documents
     - How to submit assignments
     - What good participation means
   - Explain what your students can expect from you

3. Consistency
   - Always meet the expectations your students have of you
     - Weekly news updates, 24-hour email responses, etc.
   - Don't promise your students what you can't deliver to them
   - Don't make excuses for failing to meet your own goals
     - Explain what happened, reconcile, and move on

4. Organization
   - Use Brightspace to store documents, videos, links. etc.
   - Utilize a logical, ordered system
     - Modules, sub-modules, content release dates, etc.
   - Explain your organization system to your students
     - Use screenshots, screen-capture videos, etc.

5. Relationships
   - Build meaningful instructor/student relationships to enhance student engagement
   - Utilize technology to interact and communicate
   - Let your students see your own personality