

# **Best Practices and Expectations for Teaching Online**

## **1. Course Management**

Follow consistent Guidelines for course management. These guidelines identify key tasks which should be performed ASAP, daily, and weekly in the event of an extended closure.

The key to effective management of an online course is to consistently be “present” in your course. Regular contact with your students is critical to establishing instructor presence, which is a critical component of student success.

## **2. Login schedule**

Establish a regular login schedule, and communicate it to your students. The best practice is to log in once per day.

## **3. Inability to log in**

If you are unable to log in for an extended period, give your students and your department chair notice.

## **4. Assignment submissions and communication**

Practicing proactive course management strategies can help ensure successful learning. This can be achieved by posting announcements at least once per week. Tell students what will be covered and remind them of due dates.

For online students, feedback and other communication is critical to their success.

## **5. Answer Student Questions**

Provide feedback to student questions within one day. Remember, some of your students may not have taken an online course and may struggle with

time-management. During a campus closure, please be understanding with your students.

## 6. Virtual office hours

You can hold virtual office hours using Blackboard's conferencing software, Collaborate

## 7. Student Feedback

Provide meaningful feedback on student work using clear, concise language.

As much as possible, let your students know when you will grade and return assignments.

## 8. Student Feedback

Encourage student feedback of the course online with the knowledge some will hate everything about having the course online, no matter the situation. Presenting the opportunity for feedback as a "we're in this together" scenario may help.

## 9. Post a Student Questions thread in the Discussion Board.

This Best Practice not only allows students to ask questions, but makes it easier for you to answer once, in case the question arises multiple times. It also helps create a sense of community.