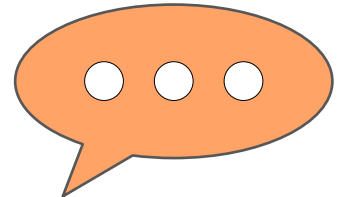


Tips for a Successful ONLINE CLASS

Communication, Expectations, Consistency,
Organization, and Relationships

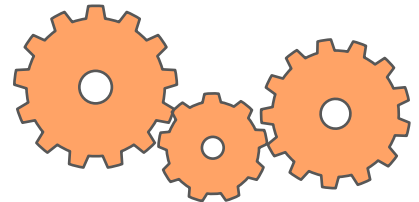
1 Communication

- 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



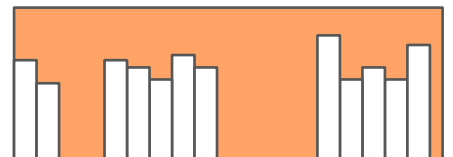
3 Consistency

- 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

