

Best Practices for Online Teaching

- Create a Clean Interface
 - Use LMS tools for effective **organization** when appropriate.
 - Make sure critical information is readily available, such as
 - syllabus
 - deadlines
 - need for library login
- Develop quiz on syllabus and course requirements.
- Create FAQ for use of Discussion and course Email and other common course questions.
- Require and grade participation in discussion for discussion-based courses.
Discussion rubric may be:
 - Clarity of your main point (including MESSAGE SUBJECT which should be unique and specific in describing your main point)
 - Specific and sufficient support
 - Clear organization (including sentences and paragraphs)
 - Contribution to the class discussion
 - Promptness in meeting assignment deadlines
- Use universally available software when possible.
 - Handouts may be in PDF or Word compatibility format.
 - Make use of relevant streaming video via YouTube or other sites or create video with College tools.
- Answer questions in a timely manner.
 - If possible have an online office hour or simply login to check email when most students are online (check the software Tracking).
In my experience the most active hours have been:
7:00-8:00 p.m. and 8:00-9:00 p.m.