

Online Teaching Best Practices Checklist

“... the online course must have a considerable amount of instructor involvement ... The instructor should introduce himself or herself, distribute periodic and regular organizational e-mails, personally contact individual students, make postings to threaded discussion, participate in chats, both spoken and typed, and make short and on-target presentations—single concept lectures.”

- From *Designing the “Perfect” Online Course* by Michael Simonson (pg. 6)

| Preparing for Students | Maintaining Presence | Timely Highlights | Crossing the Finish Line |
|---|---|--|---|
| <ul style="list-style-type: none"> • Complete eLearn Essential training if you're new to online teaching. • Add content to course from the master course or approved shell. • Review all course materials and links from a student view. Fix or remove broken links. • Update and post your accessible syllabus. Submit copy to department admin. • Add your contact info and personalize your course. • Add/update course announcements. • Check (and update if necessary) all open, close, and due dates. • Familiarize yourself with the weekly routine and major assignments. • Check the grade book. Ensure all assignments are listed and organized. • Compare your eLearn Classlist to Banner. Notify eLearn@volstate.edu of discrepancies. | <ul style="list-style-type: none"> • Login to the class at least 5 days each week. • Communicate (via email, announcements, and/or discussions) to students an overview for the week. • Post and hold online office hours using video conferencing. • Respond to ALL email (course mail and VSCC email) within 24 to 48 hours (or sooner). • Grade assignments promptly and provide useful feedback. • Create and post mini-lectures (text or video based) to reinforce difficult course concepts. • Facilitate discussion boards: <ul style="list-style-type: none"> ○ Respond to some posts ○ Correct misconceptions ○ Ask probing questions • Use the Class Engagement tool to monitor student activity. Send individual emails regularly to offer help or kudos as needed. • Make notes about course updates that you've made or should make next semester. Send critical updates to the course developer immediately. | <p>Day 1</p> <ul style="list-style-type: none"> • Submit Banner attendance reporting. • Send a welcome email to students. Explain how to get started. • Notify students of any exam proctoring requirements. • Set final grade calculation to be visible (release final grades). <p>Weeks 1, 2 & 3</p> <ul style="list-style-type: none"> • Watch for late-adds. Forward important emails to them. • Continue to submit Banner attendance reporting as needed. • Send Early Alerts to students who have not engaged in the class. <p>Semester 40% Complete: Nearing Midterms</p> <ul style="list-style-type: none"> • Send Early Alerts as necessary. • Remind students of mid-term exam parameters. <p>Semester 60% Complete: Just After Midterms</p> <ul style="list-style-type: none"> • Communicate with at-risk students about withdrawal deadline. | <p>Semester 80%+ Complete</p> <ul style="list-style-type: none"> • Remind students to complete course evaluations. • Remind students of final exam parameters, such as proctoring and important dates. • Send encouraging emails. • Send a farewell email. Wish students well in their future endeavors. • Post final grades in Banner by due date. <p>Course Updates</p> <ul style="list-style-type: none"> • Refer to your weekly notes; notify the course developer of any changes or updates that you think would benefit the course. • If you are the course developer, update the master course using the instructor suggestions as a guide. |