

BASIC TIPS FOR EFFECTIVE ONLINE TEACHING

TIP 1: COURSE ORGANIZATION

Organize the course to make it intuitive, predictable, and easy to navigate. Clarity and consistency in course design are key elements for effective online instruction.

TIP 2: ACCESS

Keep in mind that students might struggle with access to technology and internet. Design your course keeping these challenges in mind and allow for some flexibility.

TIP 3: COMMUNICATION & EXPECTATIONS

Engage in timely & frequent communication with your students (at least once a week) and set clear expectations about participation, learning outcomes, deadlines, time management, etc.

TIP 4: ENGAGEMENT

Promote student engagement with the course material through class activities that prioritize active and experiential learning. Create opportunities for students to interact with the material and each other in multiple ways.

TIP 5: SENSE OF COMMUNITY

Create opportunities for students to interact with the instructor and among themselves, and utilize technology to create a virtual community (shared google docs, discussion boards, Zoom breakout rooms, group activities, etc.).

TIP 6: QUALITY VS. QUANTITY

Focus on [backwards design](#) and the achievement of the course student learning outcomes. Avoid assigning busy work that overwhelms the students and creates work overload for the faculty.

TIP 7: STUDENT FEEDBACK

Seek student feedback throughout the semester, in relation to the course design and the overall learning experience. Make sure to acknowledge and respond to that feedback.

TIP 8: RESOURCES

Familiarize yourself with [student resources](#) and consider adding this guide to your syllabi. Students often find it hard to find and navigate these resources.

TIP 9: TRAINING & SUPPORT

Take advantage of training and support provided by [Faculty Development](#), the [Technology & Learning Program](#), and the [Office of Accessible Technology and Services](#).

TIP 10: CARE & SELF-CARE

Offer students a space of care and support, but grant yourself the same grace. Self-care is essential to nurture faculty's passion for teaching.