

Online Instruction: Effective Practices

1. Instructor Presence

- a. Use welcome videos for introduction and orientation to the course shell.
- b. Ensure students see you as a person.
- c. Convey approachability and a vision for the course in a video, message, announcement, slideshow, etc.
- d. Make efforts to learn all students' names.

2. Clear and Consistent Structure

- a. Follow a consistent design for modules throughout.
- b. Organize content chronologically and ensure due dates are clearly identifiable.
- c. Arrange and label content and related resources in a consistent and logical manner (by themes, topics, weeks, classes, etc.)

3. Consistent Schedule

- a. Provide weekly announcements.
- b. Ensure students know what to expect week to week.

4. Clear Expectations

- a. State clearly what you expect of the students in terms of attendance, assignments, participation, etc.
- b. State clearly what they can expect from you and when you are available for office hours.

5. Student Engagement

- a. Design authentic activities to model learning.
- b. Use students' names when giving feedback.
- c. Incorporate discussions that develop deep thinking.
- d. Include real-world applications.

6. Effective Collaboration

- a. Have a mix of individual and group work throughout to allow students to build community.
- b. Plan for peer-to-peer interactivity using breakout groups, student-led presentations, Think-Pair-Share strategies, question prompts, etc.

7. Quality Content

- a. Make content accessible and easily available, both synchronously and asynchronously.
- b. Present manageable chunks of information coherently and check weblinks.
- c. Make content and resources relevant and relatable to a diverse demographic.

8. Educational Technology Tools

- a. See Apps and Tools Guidelines for suggestions and reach out to asktlc@ufv.ca.
- b. Select and practice using educational technologies that enhance student learning.

9. Feedback

- a. Review and revise your course every semester.
- b. Provide opportunities for informal feedback throughout the course (exit slips, surveys, etc.)

10. Dedicated Instructional Space

- a. Select a backdrop.
- b. Remove any distractions.
- c. Have a quality webcam and microphone and check connections before teaching.