

Suggestions on a Successful On-line Course

- Choose platform, if possible
 - What platform suits your needs as well as the needs of our students
 - Website, or something like Blackboard or Moodle or a combination of tools
 - What limitations do students have
 - Includes wireless or non-wireless, high-speed access or dial-up
 - Knowledge
 - Don't make assumptions about what they know or what they don't know
- Don't be afraid to ask for help
 - You may not be an expert on everything. Getting help to make it better is the way to go
 - Find what resources are available to you
 - Creating On-line courses is not just putting what you do face to face on-line
- Plan ahead
 - Can not "wing-it" like in a face-face class
 - Planning the course will take more time than you think
 - Be realistic with yourself
- Make a statement **up-front** on the fact it is not a face-to-face class and will have time expectations
 - Average time per week, what they need to have access to, need to know already
- Set ground rules
 - Set times you will be available
 - Be realistic on what you really can handle
 - Be consistent when things are made available and when things are due
 - Same day(s) of the week and same time
 - Set expectations/policies up-front
 - Objectives
 - Late/missing work

Suggestions on a Successful On-line Course

- Grading scale
- Discussions, assignments, attendance, communication
 - Includes your expectations of professionalism and diplomacy
- Set ground rules for discussion boards
- Set way to assess attendance and let students know it at the beginning
- Set Course Schedule/Calendar
 - Dates materials will be available
 - How materials will be made available
 - Assignment due dates and where/how they are to be submitted
 - Exam dates
- Set course structure and be consistent
 - Make students aware of the structure
- Have a place for frequently asked questions
- Have a forum or the means students can *freely* discuss issues and problems
- Present information in multiple ways to include all learners
 - Use multiple types of media
 - Make material as interactive as possible so that students are **involved** and **active** in the class
 - Use meaningful graphics
 - Connect with students using meaningful scenarios, or real-life activities
 - Make content and assignments purposeful
 - Some activities that are fun in a face-to-face do not work in an on-line environment
- Chunk content
 - Small chunks are better
 - Give student a chance for more feedback
- Focus on the student as well as the content
 - If something doesn't work, be prepared to make changes
- Be a presence in the classroom
- Be consistent In all ways possible
 - Grading, projects, locations, deadlines ...