Expectations and Best Practices for Online Teaching

The online learning environment offers a unique set of challenges that require instructor interaction, performance, and management. In an effort to create a high quality experience for students, an instructor is expected to:

1. **Create a presence in the course room.**
   - Introduce yourself to the students and encourage them to engage with others in the course room to help create a community of learners.
   - Set clear expectations as to when you will be “present” or participate in the course room (i.e. daily, multiple times a week, etc...).

2. **Be available to your students.**
   - Access the course on a regular basis.
   - Notify students, course facilitators, and/or administration if you will be unable to log into your course.

3. **Provide management and instruction from the start of the course to the finish.**
   - Adhere to the course schedule that has been published in the syllabus.
   - Facilitate the course within the scheduled time frame.
   - Communicate course schedule revisions in a timely manner as needed.
   - Provide each student the same tools and opportunity to succeed.
   - Advise students on the amount of time they should be working on the course each week.
   - Monitor assignment submissions and remind students of missed and/or upcoming deadlines.

4. **Communicate and manage course requirements and expectations.**
   - Clearly communicate student expectations and course requirements throughout the course.
   - Demonstrate and explain how to access course materials.
   - Provide instructor contact information and hours of availability.
   - Actively participate in course related activities and discussions when appropriate.

5. **Provide timely and effective feedback.**
   - Inform students if response times will be delayed due to the nature of their request or if an instructor is unavailable to respond.
   - Explain when students can expect to receive graded feedback on activities and assessments.
   - Provide clear and concise feedback on student assignments/assessments to correlate their proficiency on each student learning outcome.
   - Administer an Early-Term Course Feedback survey to gauge how well the course is going mid-way through the semester.

6. **Maintain course and student records and documentation.**
   - Keep records of communication with students (i.e. emails, discussion board questions, phone logs, etc...)
   - Record and communicate student performance through Blackboard (Bb) for safe record keeping.
   - Post final course grades within 48 hours of the last class session.
   - Encourage students to participate in the end of course evaluation that can be used to make continuous improvement to the course design.