COURSE MANAGEMENT

for Online Instructors

BEFORE THE COURSE

Familiarize yourself with course platform

Test course hardware and software

SCHEDULE YOUR SEMESTER:

1. Set deadlines by units or weeks for grading, sending reminders, etc.
2. Block out time for class activities such as reading posts, giving feedback, or making announcements
3. Schedule "office hours" that allow for synchronous communication

THE FIRST WEEK

HELLO
my name is

Introduce yourself to the class

Encourage students to introduce themselves to each other

FIRST THREE WEEKS

Engage students with course goals

Be visible

THROUGH-OUT THE COURSE

Send reminder notes for due dates or expectations

REMINDER

Elicit and respond to feedback for course improvement and show appreciation for students' input

Foster student-to-student interactions

Grade work promptly

Use open-ended questions to deepen the discussion

Track students' participation, check in with them, and address any issues

PRE-EXAM PHASE

Get course stats regularly and address students' needs — check for participation and achievement

Identify at-risk students and provide additional support

WRAPPING UP

Encourage ongoing participation in a "goodbye for now" discussion

Advertise additional courses

Generate postmortem course stats

EVALUATION

Analyze the course and/or platform evaluations

Take notes for the redesign of the course

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