COURSE MANAGEMENT
for Online Instructors

BEFORE THE COURSE
- Familiarize yourself with course platform
- Test course hardware and software

THE FIRST WEEK
- Identify at-risk students and provide additional support
- Encourage ongoing participation in a “goodbye for now” discussion
- Advertise additional courses
- Generate postmortem course stats
- Analyze the course and/or platform evaluations
- Take notes for the redesign of the course

FIRST THREE WEEKS
- Track students’ participation, check in with them, and address any issues
- Be visible
- Engage students with course goals
- Encourage students to introduce themselves to each other

THROUGHOUT THE COURSE
- Send reminder notes for due dates or expectations
- Elicit and respond to feedback for course improvement and show appreciation for students’ input
- Use open-ended questions to deepen the discussion
- Grade work promptly
- Foster student-to-student interactions

WRAPPING UP
- Schedule the semester:
  - Test course hardware and software
  - Familiarize yourself with course platform
- Set deadlines by units or weeks for grading, sending reminders, etc.
- Block out time for class activities such as reading posts, giving feedback, or making announcements
- Schedule “office hours” that allow for synchronous communication
- Introduce yourself to the class
- My name is...

PRE-EXAM PHASE
- Block out time for class activities such as reading posts, giving feedback, or making announcements
- Set deadlines by units or weeks for grading, sending reminders, etc.
- Engage students with course goals
- Encourage students to introduce themselves to each other

HELLO my name is...
Introduce yourself to the class

FOR ONLINE INSTRUCTORS