## **COURSE MANAGEMENT**

for Online Instructors

BEFORE THE COURSE Familiarize yourself

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

Be visible



FIRST THREE WEEKS



Engage students with course goals



Encourage students to introduce themselves to each other

HELLO my name is

Introduce yourself to the class

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



THROUGH-OUT THE COURSE Send reminder notes for due dates or expectations



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



Foster

Foster student-to-student interactions



WRAPPING

Identify at-risk students and provide additional support



PRE-EXAM Phase Get course stats regularly and address students' needs — check for participation and achievement



Grade work promptly

Use
open-ended
questions to
deepen the
discussion



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



