



Best Practices for Online Teaching

1. Make adequate preparations to feel comfortable using and navigating Utica College's learning management system.
2. Be sure that your online course is ready for student access with content and clear instructions one week prior to the start of the term. This includes the layout of the course, active and working links, updated assignments and assessments, dates on appropriate content and assignments, as well as a welcome announcement.
3. Establish and clearly lay out expectations for both yourself and students in terms of deadlines, communications, etc.
4. Communicate with students before the course starts. Introduce yourself, share your syllabus, and let students know they should be ready to start on the first day.
5. Communicate with your students within 24 hours of the start of a course with introductions, course expectations, syllabus and guidelines. This can be accomplished by an email, video, or synchronous session.
6. Respond to student email inquiries or Ask the Professor postings within 24 hours.
7. Log into your course daily during the week and at least once on weekends in order to respond to all course mail, student interactions and student questions.
8. Make your presence known. Communicate with your students in various ways... change your announcements at least once per week, be active with your students in active learning opportunities, and inform your students when you will not be available.
9. Use both synchronous and asynchronous activities. Consider holding a conference call, webinar, guest speaker, or virtual office hours. Synchronous activities offer students immediate feedback and a sense of community.
10. Grade and provide meaningful feedback on student assignments within one week of the assignment due date. Provide more feedback and comments than you might in the physical classroom. This takes additional time and effort, but it gives the student a real sense that you are present and teaching.

Reminder: The Federal Department of Education and the New York State Department of Education require that a course offer at least 12.5 hours of active instruction for each credit offered, or 37.5 hours of active instruction for a 3-credit course.