

A Sampling of Good Practices in Online Teaching

- * Place all course "rules" (such as netiquette) in the syllabus or somewhere else where it is easily available all semester long.
- * Provide instructor contact information on the course homepage.
- * Be aware of color-blindness issues (don't pair red with green, yellow with blue). When using colorful text, bold it.
- * Avoid using colorful backgrounds---even pale yellow can make reading difficult for students with limited vision.
- * Avoid using e-mail as a main communication tool. Keep key information within the course itself so it can be retrieved easily by students.
- * Include an Ask the Instructor/Ask the Class forum on the discussion board. Students will answer each others' questions and learn from the questions/responses of others.
- * Provide students with an optional practice quiz so those new to D2L can try out the feature before that first nerve-racking quiz!
- * Provide students with a thorough explanation (or link to an explanation) of how to save a document in rich text format (.rtf).
- * Remove any default links from the course navigation bar that you do not use in your course (links, FAQ, journal, etc.).
- * Request a "dummy student" for each of your online courses (the campus instructional technologist should be able to do this). A dummy student will enable you to see exactly what the student sees in your course.
- * Allow students to see their current course grade at all times.
- * Don't overfill the screen -- students tend not to scroll down.
- * Bring a guest into the course to facilitate a discussion.
- * Provide a photo of required textbooks on the course homepage during the first week of class. This is especially important if you require the latest edition of a textbook!

