

Quick Tips for Online Teaching: The Basics

1. Remain Calm - You Got This.

- There will be a learning curve, but there is support. Use IT or Departmental support provided at your college. Use online tutorials- search for 1-3 minute videos, based on your needs.

2. Test your Technology Beforehand.

- Make sure you have a good internet connection and ideally use a hard-wired connection where you are directly connected to your modem/router.
- Make sure you have a well-functioning computer, webcam (can be built-in), and a headset to support clear audio.

3. Practice Using the Technology - Create Your Own Dress Rehearsal.

- The key areas to check and practice are: your audio, video, and share (e.g. sharing your power point lecture).
- For your video, make sure you are in a well-lit room with the light pointing at your face. Make sure you are centered in the camera and you can hear yourself well while doing an audio check.
- Find a colleague, friend, or family member to practice using the technology and run through your audio, video and share.

4. Create an Outline with your Live Online Class Agenda.

- Think about timing out your different class activities: Power point screenshare lecture, asking chat questions, and bringing up students on camera for discussion.
- Think about your technology comfort and how you might phase in using more advanced tools in future classes, such as using polls for questions or creating breakout rooms for small-group discussion.
- If your class is longer than 90 minutes, build in a 10-minute break and think about how to encourage students to move around during the break.

5. Think About Ways to Promote Engagement.

- Think about your presence- are you conveying a calm and warm presence? Talk about the current situation and hear the students' concerns.
- Create questions you can ask in the chat to support engagement.
- Think about ways to change up the activities to keep everyone interested (e.g. start with a discussion, move to a power point lecture, stop to ask questions in the chat, and end with a student discussion on video).

6. Class Time - Log in Early to Test Everything.

- Restart your computer. Trust me, this always helps.
- Log-in 15-30 minutes beforehand to test your technology again. Practice moving through your class agenda as a mini dress rehearsal. **Note: this step really does make all the difference in having your class run smooth.**
- Have a plan for troubleshooting in the moment and think about how you can partner with your students to address issues.

7. Learn from Each Class and Improve.

- Note what went well and what did not go as well. Make plans to update your next live online class.
- Reach out to your IT, Department, or peer colleague support and get feedback.
- For your next class, start again at point 1 of "Remain Calm" and work your way through these basic tips. The more prepared you are, the better your live class will go.