

REGULAR Effective STUDENT CONTACT

Online & Hybrid Instruction



Online & Hybrid course design should include ample opportunities for Regular Effective Contact using a wide variety of communication tools.

WRITTEN DIALOGUE	ANNOUNCEMENTS	VIDEO CONFERENCE
Utilize Canvas tools such as Conversations, Discussions & Submission Comments.	Regularly send announcements for kudos, summaries and reminders.	Consider using ConferZoom to conduct video meetings & office hours.



START WITH THE Syllabus

Your syllabus should be part of your pre-course contact/email with students and include information about your interaction with students in your course.

HOW Include a preferred method of contact, as well as at least one alternate. Give tips for descriptive messages that will save you time; for instance, “be sure to include the exact name of the assignment if you have questions.”

WHEN Include a section on “Expected Response Times” for different tools. For instance, “I will respond to emails within 24 hours. I engage in discussion topics on Wednesdays and Sundays.”

WHO Students should understand that they need to contact you for questions about your assignments/curriculum. Include in your syllabus Canvas Technical Support numbers as well as technical support for outside tools (like Pearson and Cengage) for access issues.

FACILITATING thoughtful DISCUSSIONS



A great discussion begins with a thoughtful question that encourages students to interact with one another, gain deeper understanding of specific learning outcome, and apply course material to their own lives & experiences.

For the best student experience...

ENCOURAGE

Set expectations for responses and comments to other students. Encourage participation early in the week (bonus point for replying by Tuesday, for instance).

FOLLOW

Let students know you're following the discussion. If you reserve individual comments for the gradebook, provide a capstone/summary post in the discussion itself.

GRADE

Have a clear rubric for discussions so students know the expectations and know how and when you will participate in and grade the discussion.



VIDEOS HELP Humanize YOUR COURSE

Videos help students *connect* with you and display your presence and personality in your online course.

Consider an *introductory video* and/or weekly announcement videos. Record in our on-campus self-recording studio (MLC 210) or at home. Videos can be uploaded, stored and captioned at <http://3cm mediasolutions.org>

ConferZoom provides a place for you to conduct video conferences and *online office hours*. <http://conferzoom.org>

De Anza's Online Education Center offers *workshops* on effective use of video in Canvas. <http://deanza.edu/online-ed/faculty/remoteteaching>

GRADING AND Feedback



Consider Using a Rubric

Rubrics allow students to know exactly how they will be graded and how their assignment relates to their learning outcomes. A well-designed rubric will speed up the grading process for the instructor while providing meaningful feedback for the student.

Allow Back & Forth

Provide submission comments for students in speed grader and respond when students make comments or ask questions. You can filter all of your submission comments in the Canvas Inbox/Email to make responding more time-efficient.

Explore Audio or Video Feedback

In SpeedGrader, you can record audio or video in the submission comment area. Hearing your voice and/or seeing your face will allow students to better connect with you and the material.



ONLINE EDUCATION CENTER Recommendations

Set interaction expectations in your syllabus; reiterate on your course home page or in modules.

Utilize regular announcements for weekly updates and summarizations, to offer encouragement, and to gather feedback.

Discussions are an opportunity for you to interact with students and for students to interact with each other. Use a rubric to set standards and expectations for discussions.

WE ARE HERE TO HELP!

De Anza's Online Education Center offers workshops in online pedagogy, video basics, rubrics, grading strategies, communication strategies and more!

<http://deanza.edu/online-ed/faculty/remoteteaching>