10 Tips for Teaching Online

1. **Faculty Presence**
   a. Show positivity, calm, and empathy through your online communications
   b. Introduce yourself and allow learners to introduce themselves
   c. Ask students about their internet access and technology skills

2. **Learning Objectives** (Module/Weekly)
   a. Provide specific and measurable LOs at the unit level, aligned with course objectives
   b. Do the LOs align with the instructional materials, assessments, and technology tools?

3. **Flexibility**
   a. Where can you be flexible? (For example, can you give learners a choice of formats to demonstrate their learning?)
   b. What is not flexible? (For example, learning objectives)

4. **Short (Chunked) Videos (Less than 15 minutes)**
   a. Short videos grouped in meaningful segments reduces cognitive load, helps learners retain information, allows for active learning opportunities, and are easier to update

5. **Technology**
   a. Be selective with technology tools; try the SECTIONS model
   b. Practice and review the technologies you use or ask your students to use
   c. Create practice activities for complex assignments or new technologies

6. **Awareness of Student Challenges**
   a. Students may not have access to high-quality internet, be proficient with technology, or have private space or time to work online
   b. Ask “Does this activity need to be synchronous?” when planning
   c. Provide a downloadable version of complex assignments, readings, or schedules

7. **Active Learning Opportunities**
   a. Provide opportunities for peer-to-peer communications: In Sakai, use Introductions and Forums; the Sakai Add Comment tool can be a Poll
   b. Use Sakai interactive elements such as Add Question, Add Comment, or Add Checklist
   c. Offer a variety of learning activities and assessments

8. **Provide Frequent and Timely Feedback**

9. **Social Presence**
   a. Create spaces for learners to project themselves, socially and emotionally, as real people
   b. Make use of Forums for regular peer-to-peer and learner-to-instructor interaction

10. **Resources**
    a. [Sakai: Guide for Instructors](#)
    b. [O2: Transforming Teaching](#)
    c. [O2: Teaching and Learning Center](#)