

## Tips to Prepare for the Semester

### HELPHS Online Course

- Taught by a VU approved instructor
- Instructor has completed the online instructor training
- Online course is a VU reviewed and approved course
- A HELPHS classroom instructor is present to provide the following support:
  - proctoring
  - schedule checks for students
  - alert VU instructor of any issues with students
  - gradebook is shared periodically with HELPHS instructor to help them keep up with student progress
- The online early college students will show a section of “H” in Banner.
- The “H” students will be populated to an H section in Blackboard.
- Please contact the Center for Teaching and Learning to let them know what course you want copied for your Early College section(s).

### Before Courses Begin:

Once your course has been copied for the new semester be sure to check your course for the following:

- Update syllabus
- Update course schedule
- Update any other time-sensitive materials

- Update or remove old announcements (*If you want to keep an announcement but update the date on it, just edit and submit, that will post the current date.*)
- Update or remove old discussion board threads
- Contact the classroom instructor to help prepare them for what to expect in the class. You will want to help them create an orientation for the first day so they can show student important course items such as the syllabus, schedule, etc. Here is a link to student Blackboard tutorials that can be used to help students:  
<https://my.vinu.edu/web/center-for-teaching-and-learning/student-tutorials>

\*Remember the Center for Teaching and Learning has a big list of short how-to videos to help you. To view follow the link below:  
<http://bak16.vinu.edu/content/blackboard-faculty-tutorials>

### During the First Week:

Send your students an email greeting welcoming them to your course. This is a great way to show the students that you are available to them, interested in their success, and happy to have them as a student. Some important subjects to include:

- Important activities like selecting a proctor, projects, or any residency/intern requirements
- Important course items like the syllabus and course schedule
- Class policies like grading and student behavior
- Expectations from them like course participation
- What they can expect from you such as rubrics or feedback

- Textbook and course materials required
- Instructor contact information
- Explain the importance of your course (help the student feel as excited by the subject as you)

Through the Duration of the Course:

Remember the following course management tips:

- Remember students learn differently so when you can be sure to include materials and instructions for different learning styles. (visual, spatial, aural, kinesthetic.)
- Make sure that your assignment instructions are clear and concise (a rubric would help the student understand what is expected and how they will be graded).
- To help students tackle large projects, help them set goals towards completing the project.
- Please be sure to communicate often with your students. It is important to let students know when they can expect to hear back from you. Distance Education requires that you respond to student questions within 48 hours.
- Provide timely feedback on assignments so students can keep up with the schedule and learn from mistakes before continuing to the next assignment.
- Keep in mind that you may have an entire class from one high school or just a few students.
- The classroom instructor will need to see the detailed grades of students at least every other week. Many high schools require the teachers to post grades on a regular basis.
- Collaborate with classroom instructor as appropriate. Share ideas for activities and discussion.