

Tips to Prepare for the Semester

Traditional Online Course

- Taught by a VU approved instructor
- Instructor has completed the online instructor training
- Online course is a VU reviewed and approved course
- No HELPHS classroom instructor
- The online early college students will show a section of “H” in Banner.
- The “H” students will be mixed with the regular online students. You will see the difference in Banner only.

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

*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 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.