

# ONLINE INSTRUCTION BEST PRACTICES

- **Be Present-**
  - Use communication tools (discussion boards, forums, email) on a regular basis to communicate with students
  - Engage in online discussion with students; offer feedback (written or short audio) on all assignments
  - Respond to student questions and emails in a timely manner (communicate response time to students at the start of the course-set boundaries)
- **Create an Online Community**
  - Encourage student-student interaction; group assignments and collaboration
  - Introduction posts via discussion board and open forum for questions
  - Virtual classroom-for open discussion, questions, etc.
- **Intuitive Course Design**
  - Modules
    - Topic based-Make sure if using topic-based modules to include an outline of the course with dates so that students can keep track of their progress
    - Date based modules are separated into a timeframe such as weeks, and all the material they need to complete for a certain week are linked into that week's module
  - Make sure that all content is digitally available to all students
- **Course Orientation-this will alleviate MANY students' questions and issues at the start of the course**
  - Create a video orientation or written presentation to show students how to navigate your course and use the course tools you will require
  - Make sure you incorporate your syllabus-lots of good information in that one resource
  - This is a good place to relay your expectations
  - A quiz or activity to make sure that students complete the orientation-we all need accountability sometimes
- **Synchronous Opportunities**
  - Group work that requires students to meet virtually to complete
  - Host virtual meeting so that students can interact with each other and the teacher in real time
- **Provide choices**
  - Choice Board to complete assignments (see examples attached)-
- **Discussion Post Ideas**
  - Open ended question and answer forum
  - Encourage critical thinking
  - Student reflections
  - Provide case study/raw data for students to interpret
- **Use technology**
  - Technology tools are used to increase student engagement and provide instant access to information
  - Set up can be time consuming, but long term can automate tasks
- **Chunk information**
  - Materials that student consume should be in 10-15-minute increments
  - Break up material with short activities to keep students engaged in the material
  - Vary the type of material students are using (ie: videos, text, images)

\*This document is provided as an overview to best practices. If you would like to discuss any of these concepts in greater detail, please reach out to Becky Sullivan in the Teaching and Learning Center\*

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# Choice Board



Select one of the squares to complete your Literature Review

<p><b>Write a Literature Review</b></p> 	<p><b>Create a graphic</b></p> 	<p><b>Illustrate the main points</b></p> 
<p><b>Write an original poem depicting the main points</b></p>	<p><b>Free Choice to show what you have learned</b></p>	<p><b>Write a newspaper article</b></p> 
<p><b>Create a power point</b></p> 	<p><b>Complete a Kaltura video through Bb Learns</b></p>	<p><b>Create a Prezi Presentation</b></p> 

# Rubric for Choice Board Project

Name \_\_\_\_\_

Product Topic/Choice \_\_\_\_\_

Criteria	Full Credit 10 - Points	Half Credit 8 - Points	No Credit 6 - Points	Grade:
<b>Content:</b> Is the content of the product well chosen?	Content chosen represents the best choice for the product. Graphics are well chosen and related contents.	Information or graphics are related to content, but are not the best choice for the product.	Information or graphics presented does not appear to be related to topic or tasks.	
<b>Completeness:</b> Is everything included in the product?	<b>All</b> information needed is <b>included</b> . Product meets the product criteria and the criteria of the task as stated.	Includes <b>most</b> important information Product meets the product criteria and the criteria of the task as stated.	Includes <b>less than 50%</b> of the important information. The product does not meet the task, or does not meet the product criteria.	
<b>Creativity:</b> Is the product original?	Presentation of information is from a new perspective. Graphics are original. Product includes an element of fun and interest.	Presentation of information is from a new perspective. Graphics are not original. Product has elements of fun and interest.	There is no evidence of new thoughts or perspectives in the product.	
<b>Correctness:</b> Is all the information included correct?	All the information presented in the product is correct and accurate	N/A	Any portion of the information presented in the product is incorrect.	
<b>Appropriate Communication:</b> Is the information in the product well communicated?	<b>All</b> information is neat and easy to read. Product is in appropriate format and show significant effort. Oral presentations are easy to understand and presented with fluency. <b>NO COPY AND PASTED INFORMATION!</b>	<b>Most</b> of the product is neat and easy to read. Product is in appropriate format and show significant effort. Oral presentations are easy to understand, with some fluency.	The product is not neat and easy to read or the product is not the appropriate format. It does not show significant effort. Oral presentation was not fluent or easy to understand.	
<b>Total Grade (50 points possible):</b>				

**Comments:**

# Project Choice Board

<p><b><u>Cartoon/Comic Strip</u></b></p> <ul style="list-style-type: none"> <li>● At least 8.5" x 11" (computer paper)</li> <li>● At least six cells</li> <li>● Must have meaningful dialogue</li> <li>● Must include color</li> <li>● Must include accurate content information</li> </ul>	<p><b><u>Drawing</u></b></p> <ul style="list-style-type: none"> <li>● Must be at least 8.5" x 11"</li> <li>● Must include color</li> <li>● Must be neatly drawn by hand</li> <li>● Must have a title</li> <li>● Must include accurate content information.</li> </ul>	<p><b><u>Letter</u></b></p> <ul style="list-style-type: none"> <li>● Neatly written or typed</li> <li>● Uses proper letter format</li> <li>● At least three paragraphs</li> <li>● Must include accurate content information</li> </ul>
<p><b><u>Song/Rap</u></b></p> <ul style="list-style-type: none"> <li>● Words must make sense</li> <li>● Written words must be turned in</li> <li>● Should be at least 2 minutes long</li> <li>● Language must be professional and school appropriate</li> <li>● May be recorded</li> </ul>	<p><b><u>Free Choice</u></b></p> <ul style="list-style-type: none"> <li>● Teacher must approve activity before student begins working on it.</li> <li>● Must include accurate content information</li> </ul>	<p><b><u>Video/Commerical</u></b></p> <ul style="list-style-type: none"> <li>● Must be 2-4 minutes in length</li> <li>● Script must be turned in</li> <li>● Must be recorded and shared with teacher</li> <li>● Should use props or some form of costumes</li> <li>● Can include more than one person</li> <li>● Must include accurate content information</li> </ul>
<p><b><u>Diorama</u></b></p> <ul style="list-style-type: none"> <li>● Must be the size of a shoe box</li> <li>● Must be self standing</li> <li>● All interior space must be covered with relevant pictures or information</li> <li>● Must include accurate content information</li> </ul>	<p><b><u>Venn Diagram</u></b></p> <ul style="list-style-type: none"> <li>● Must be 8.5" x 11"</li> <li>● Neatly written or typed</li> <li>● Must have at least 4-5 items in each section of the diagram</li> <li>● Shapes should be neatly drawn</li> <li>● Must have a title for diagram and each section</li> </ul>	<p><b><u>Worksheet/Quiz</u></b></p> <ul style="list-style-type: none"> <li>● Must be 8.5" x 11"</li> <li>● Neatly written or typed</li> <li>● Must cover the specific content in detail</li> <li>● Must be creative in design</li> <li>● Must have at least one graphic</li> <li>● Answer key must be correct and turned in</li> </ul>

	<ul style="list-style-type: none"> <li>● Must include accurate content information</li> </ul>	<ul style="list-style-type: none"> <li>● Must contain at least 10 questions.</li> </ul>
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### Project Choice Board Rubric

Criteria	4	3	2	1	0
<p><b><u>Content</u></b>            1.) Content must be from current nine weeks.            2.) Content and information must be correct and accurate.</p>					
<p><b><u>Completeness</u></b>            1.) Everything must be included in the project that is listed on the choice board.            2.) Project is on time, contains all materials, and ready to turn in on due date.</p>					
<p><b><u>Creativity</u></b>            Project must be original, visually pleasing, and interesting.</p>					

<p><b><u>Understanding</u></b> 1.) Student shows clear understanding of the chosen topic. Student is able to clearly communicate the content through the project.</p>					
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