# 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
- o 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
- o 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

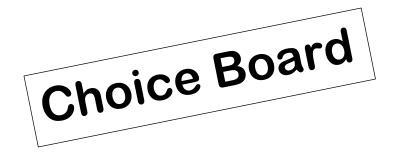
#### Use technology

- Technology tools are used to increase student engagement and provide instant access to information
- o Set up can be time consuming, but long term can automate tasks

## • Chunk information

- o 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)

<sup>\*</sup>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\*





# Select one of the squares to complete your Literature Review

# Write a Literature Review



# Create a graphic



# Illustrate the main points



# Write an original poem depicting the main points

Free Choice to show what you have learned Write a newspaper article



# Create a power point



Complete a
Kaltura video
through Bb
Learns

# Create a Prezi Presentation



# **Rubric for Choice Board Project**

Name			

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

Criteria	Full Credit 10 - Points	Half Credit 8 - Points	No Credit 6 - Points	Grade:
Content:	Content chosen represents	Information or graphics are	Information or	
Is the content of	the best choice for the	related to content, but are	graphics presented	
the product well	product. Graphics are well	not the best choice for the	does not appear to be	
chosen?	chosen and related	product.	related to topic or	
0000	contents.	producti	tasks.	
Completeness:	All information needed is	Includes <b>most</b> important	Includes less than 50%	
Is everything	included. Product meets	information Product meets	of the important	
included in the	the product criteria and the	the product criteria and the	information. The	
product?	criteria of the task as	criteria of the task as stated.	product does not meet	
<b>,</b>	stated.		the task, or does not	
			meet the product	
			criteria.	
Creativity:	Presentation of	Presentation of information	There is no evidence	
Is the product	information is from a new	is from a new perspective.	of new thoughts or	
original?	perspective. Graphics are	Graphics are not original.	perspectives in the	
-	original. Product includes	Product has elements of fun	product.	
	an element of fun and	and interest.	·	
	interest.			
Correctness:	All the information	N/A	Any portion of the	
Is all the	presented in the product is		information presented	
information	correct and accurate		in the product is	
included			incorrect.	
correct?				
Appropriate	All information is neat and	<b>Most</b> of the product is neat	The product is not	
<b>Communication:</b>	easy to read. Product is in	and easy to read. Product is	neat and easy to read	
Is the	appropriate format and	in appropriate format and	or the product is not	
information in	show significant effort.	show significant effort. Oral	the appropriate	
the product well	Oral presentations are easy	presentations are easy to	format. It does not	
communicated?	to understand and	understand, with some	show significant effort.	
	presented with fluency.	fluency.	Oral presentation was	
	NO COPY AND PASTED		not fluent or easy to	
	INFORMATION!		understand.  Total Grade	

**Comments:** 

# **Project Choice Board**

# **Cartoon/Comic Strip**

- At least 8.5" x 11" (computer paper)
- At least six cells
- Must have meaningful dialogue
- Must include color
- Must include accurate content information

## **Drawing**

- Must be at least 8.5" x11"
- Must include color
- Must be neatly drawn by hand
- Must have a title
- Must include accurate content information.

# Letter

- Neatly written or typed
- Uses proper letter format
- At least three paragraphs
- Must include accurate content information

# Song/Rap

- Words must make sense
- Written words must be turned in
- Should be at least 2 minutes long
- Language must be professional and school appropriate
- May be recorded

## Free Choice

- Teacher must approve activity before student begins working on it.
- Must include accurate content information

# **Video/Commerical**

- Must be 2-4 minutes in length
- Script must be turned in
- Must be recorded and shared with teacher
- Should use props or some form of costumes
- Can include more than one person
- Must include accurate content information

## Diorama

- Must be the size of a shoe box
- Must be self standing
- All interior space must be covered with relevant pictures or information
- Must include accurate content information

# **Venn Diagram**

- Must be 8.5" x 11"
- Neatly written or typed
- Must have at least 4-5 items in each section of the diagram
- Shapes should be neatly drawn
- Must have a title for diagram and each section

# Worksheet/Quiz

- Must be 8.5" x 11"
- Neatly written or typed
- Must cover the specific content in detail
- Must be creative in design
- Must have at least one graphic
- Answer key must be correct and turned in

Must include accurate content information	with quiz/worksheet.  • Must contain at least 10 questions.
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# **Project Choice Board Rubric**

Criteria	4	3	2	1	0
Content 1.) Content must be from current nine weeks. 2.) Content and information must be correct and accurate.					
Completeness 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.					
Creativity Project must be original, visually pleasing, and interesting.					

Understanding 1.) Student shows clear understanding of the chosen topic. Student is able to clearly communicate the content			
through the project.			