

Online Course Delivery

Quick reminders on best practices to implement during the semester

1. Send out a welcome mail to students registered for your course letting them know how to access and get started with the course. You could send out the email through PAWS and post it in iCollege as an announcement. [Here](#) is a sample email to revise for your course/content.
2. Engage students from the beginning by introducing yourself through a short video and inviting students to introduce themselves to the class in a discussion post.
3. Be in constant communication with your students throughout the semester including weekly short videos, announcements, and timely responses to e-mails.
4. Be transparent with your students about:
 - o Your expectations for the class including *academic integrity*.
 - o Your expectations for assignments. Make certain they are clear and available in a reasonable time before the deadline.
5. Provide timely feedback on discussions posts/assignments/assessments.
6. Build an atmosphere that encourages students to ask questions and participate in critical thinking and dialogue. For example, create a Q&A discussion post for students to ask questions and share your response with the class, assign students to lead discussions and lessons, assign students to provide feedback on each other's work. [Click here](#) for more on student engagement strategies.
7. For synchronous sessions - have students prepare for upcoming content before class, lead class discussions, and review topics for live breakout discussions in advance.
8. Keep an eye on those who may be struggling in class and offer *additional resources* to help them achieve learning outcomes. You could use the *artificial intelligence features in iCollege* to help automat communication with students who may be at risk of DFW.
9. Expect the unexpected and be reasonably flexible, including providing extra credit opportunities when appropriate.
10. Reach out for help when needed by contacting me at maye11@gsu.edu or a CETLEO professional at help@gsu.edu. We're here to support you.