

# Tips-n-Tricks for Teaching Online

Interested in improving the quality of your online teaching? The Office of Online Education has some suggestions that faculty may find useful in the online teaching environment. Effective methods for teaching improves the quality of your online course and contributes toward the University's goal of improving our students' retention, progression, and completion!

## Welcome Students



Set the stage for student success by providing a warm welcome message. Provide a clear roadmap for students on the best way to get started in your course. Let students know when they can count on you to be online. DO NOT set yourself up to be available 24/7. Provide outlets for students to connect to each other in non-course related ways.

## Stay Connected



Throughout the semester, use announcements at least once a week. Check students' engagement logging into the course. Provide clear directions on how students can get questions answered. Give timely feedback.

## Have a Routine



As if you were teaching face-to-face and had to be in class, establish regular times you log into your course. Do not allow interruptions during your scheduled times. Procrastination and getting behind can be just as much of a problem for online instructors as it is for online students.

## Create Templates



As you teach online, pay attention to routine types of communications (announcements, feedback, etc.) that are likely messages you will use/need to say every time you teach your course. Create a structure of templates that you can pull from and use in future semesters, reducing future efforts through copy & paste.

## Keep a Journal



Start a journal - make notes as you go of what is working well in the course and what needs tweaking, changed, or even eliminated the next time around. Gathering this data as you go as opposed to waiting until the end of the course and then trying to reflect back on those moments will make it much easier and less time consuming to implement quality improvements based on your hands on experience. Provide your journal to an Instructional Designer in Online Education for even more support in making your course work better for you and your students.

## Collaboration

Create opportunities for dialog in your department around establishing a culture of peer collaboration. Welcome other faculty into your development shell to provide feedback to you on ways to improve/enhance your teaching efforts. Use those suggestions to make updates. Participate in requests from other colleagues to look at their course content and provide feedback/suggestions.

## Ongoing Support

Remember you are not alone. Know your support resources and use them:

- Office of Online Education (702-895-0334)
- Online Faculty Lounge (Spring 2017 Pilot)
- OIT helpdesk (702-895-0777)
- Discipline Specific Librarians (702-895-2111)

## Provide Feedback

The Office of Online Education is excited to hear from UNLV faculty about ways in which you feel we can offer you professional opportunities that are most meaningful to you and in ways that are easiest for you to participate.