

Top 10 Best Practices for Teaching Online

Instructor:

- Build the modules week to week so that it is easier to adjust on the fly.
- The easiest way to build a module is to use the add item button or plus item button in the module.
- Publishing and unpublishing items adds and removes them from the gradebook – it does not just hide them.
- Check email and Canvas inbox constantly for student communications. Students value a quick reply over a long reply.
- A single point of contact, such as your Canvas inbox or college email, minimizes lost questions.
- Make sure that every assignment has instructions with it and a way to turn it in for feedback/grade.
- Make sure all “place holder” text or pages have been changed or filled in.
- Make sure that all participants are muted and video off to start zoom meetings. Barton has stated this as the default.
- If you need to use Zoom, Vidgrid, Turnitin, or any other external apps make sure you have requested an account through the Center - rosec@bartonccc.edu or mobrayt@bartonccc.edu.
- If you talk to tech support for any program or app get a ticket number.