

Instructor's Guide to Best Practices for Online Teaching



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Brief commentary of the guide

This guide introduces the instructors to the best practices that can be used in online teaching and learning. The information that has been included in the guide is taken from various recent articles and universities websites. At the end of the guide links for the original documents and website are given.

Instructions on how to use the guide

- Read the information given in the guide
- Read the articles for further understanding
- Write down in the takeaway box
- Re-visit the guide and reflect on how to improve your online teaching and learning

Expectations and Best Practices for Online Instructors

	What does it involve?	How can you practice this in your online teaching and learning
Be present	In your online class you need to engage the students, establish a clear communication channel, be mentally present with the student and pay attention to the students needs	<ul style="list-style-type: none"> • Be early to the online class and see all the requirements for the online class are ready. • Launch the first online class with online introduction of yourself and your expectations • Open up for informal communication forums and discussion boards where students can reach you and discuss their difficulties • Set a clear communication channels, for example if urgent matters needs to be discussed students can reach you through your phone • Send reminder emails or post on instructor forum on upcoming tutorials and assignments • Share the schedule on when the feedback will be given and try to meet the schedule
Organize the content	The content given for the students should be organised in a manner which gives the students a clear path and a meaningful structure. That is the content should be presented in a manner where the student	<ul style="list-style-type: none"> • Provide welcoming instructions in how the content in the Moodle page is organised for example inform the student each

	<p>can easily find the content, comprehend and retain it.</p>	<p>week tutorial will name as WEEK1: Tutorial</p> <ul style="list-style-type: none"> • Prepare the content in a consistent manner for example label the document using the same name and use of the same fonts in all the documents • Provide links for additional resources rather than writing long instructions to access the resource. • Provide a short description on how to use the resource • Try to provide information from simple to complex, familiar to unfamiliar etc • Chunk the content for example split the PDF file of of the text book and upload it to weekly readings
<p>Active learning</p>	<p>In order for active learning to take place the students need to be engage through mental contributions, hands on activities, and or the process of investigation, discovery and interpretation.</p>	<ul style="list-style-type: none"> • Plan the lesson which encourages student contribution to the content. • Prompt your students to participate in the discussion by asking open ended questions and giving clues and examples • Open the online class forum for meaningfully talk and discussion of the content covered • Allow the student to express themselves and make other student listen and reflect on their own ideas • Create an online discussion board or give tutotrals

		which allow the students to write and read the content, ideas, issues and concerns for the academic subject
Scaffold learning activities	It includes a variety of instructional techniques used to move students progressively toward stronger understanding and ultimately greater independence in the learning process.	<ul style="list-style-type: none"> • Tap into their prior knowledge • Give the students time to talk and share their experiences related to the content • Use graphic organizer to present summary of the content • Share examples and analogies • Use demonstrations and modelling • Break down the complex tasks • Pause ask questions and pause and review • Provide continuous feedback for the small task
Provide feedback	It includes providing the students with a statement of their learning and advice about how to improve.	<ul style="list-style-type: none"> • Choose a format to give online feedback for example you may use verbal or video feedback for the tutorial • Provide timely and meaningful feedback • Provide both instructor and peer feedback

Take away

After reading the additional readings write down five areas that you will practice in your online teaching and learning

In my online class I will

The information for this guide has been taken from the following sources

You are encouraged to read the articles to gain further ideas

Boettcher, J. V. (2011). Ten best practices for teaching online: Quick guide for new online faculty. Designing for Learning.

Darby, F. (2020). How to be a better Online Teacher. Retrieved from <https://www.chronicle.com/interactives/advice-online-teaching>

Reis, R. (2020). Ten Best Practices for Teaching Online. Retrieved from <https://tomprof.stanford.edu/posting/1091>

Rottman, A., Rabidoux, S. (2020). How to provide Meaningful Feedback Online. Retrieved from <https://www.insidehighered.com/digital-learning/views/2017/09/06/how-provide-meaningful-feedback-online-course>

Malamed, C. (2020). 10 ways to organize instructional content. Retrieved from http://thelearningcoach.com/elearning_design/how-to-organize-content/

Kelly, R. (2013). Ideas for Active Online Learning. Retrieved from <https://www.facultyfocus.com/articles/online-education/ideas-for-active-online-learning/>

Shaw, A. (2019). Scaffolding Learning in Online Classroom. Retrieved from <https://ctl.wiley.com/scaffolding-learning-in-the-online-classroom/>