Teaching Online?

A checklist of important reminders duringyour **FIRST WEEK**.

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| Managerial | |
|  | Contact missing students to encourage their participation |
|  | Provide support to any students when needed, e.g., additional resources, library, drop the course, using publisher supplemental content |

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| Social | |
|  | Provide a welcome/introduction area for students to develop a personal presence |
|  | Encourage students to post a picture of themselves or other representation of themselves |
|  | Offer office hours using Skype, Adobe Connect, or a Google Hangout. Encourage your students to use the online office hours or make an appointment. |
|  | Create a “coffee house” social forum in your discussion board for non-class related items |
|  | Create a “muddiest point” social forum in your discussion board for students to discuss questions that may not be clear |

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| Pedagogical | |
|  | Meet with members of Curriculum & Organizational Development (next to Library) if in need of additional teaching support;  **Jessi Towle**, Curriculum and Faculty Development Coordinator ext. 1465, [towle@ntc.edu](mailto:towle@ntc.edu)  **Heidi Nichols**, Instructional Design Coordinator, ext.1421, [nichols@ntc.edu](mailto:nichols@ntc.edu) |
|  | Create an ice breaker activity related to a course objective or concept |
|  | Communicate with students at least twice this week (through email , announcements and/or discussion board) to maintain a positive rapport |
|  | Challenge students to a higher level of thinking which applies to their readings or concepts they are learning in the course |
|  | Model discussion response behavior and tone |

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| Technical | |
|  | Provide detailed support links to technology resources such as the NTC Student Help Desk |

Please visit our Faculty Resources Web Site for more information regarding this checklist or other questions you may have. The link is located off the NTC home page or click on the direct link: [www.ntcpd.weebly.com](http://www.ntcpd.weebly.com). Password: faculty