Teaching Online?

A checklist of important reminders **THROUGHOUT** the semester

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| Managerial | |
|  | Be prompt when updating the grade center and remain consistent. Check out your personal Instructor Insights within Canvas to see how you compare to your colleagues. |
|  | Conduct course according to the schedule with any changes being properly communicated in advance |
|  | Remind learners of upcoming deadlines |
|  | Monitor attendance and reach out to learners who are lagging behind |
|  | Open and close course materials & activities to optimize learning and avoid confusion when possible |
|  | Take notes on things that are/are not working for future semesters |

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| Social | |
|  | Provide input or summaries to full-class discussions to offer feedback or encouragement |
|  | Use announcement area to keep current on real-world issues that may be relevant to your course or offer words of encouragement at mid-point or before/after large projects. |
|  | Address learners individually with inappropriate posts or behaviors |

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| Pedagogical | |
|  | Provide continual support and clear directions for learners. |
|  | Provide an additional Jing video or YouTube video if there is a muddy point that learners need further clarification on |
|  | Provide mid-semester evaluation of course |
|  | Use scoring guides and rubrics whenever possible for clearer expectations of assessments |

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| Technical | |
|  | Make reasonable accommodations due to technical difficulties beyond the learners’ control |
|  | Model online tools that are expected to be used by the learners |
|  | Choose technology/web tools that are appropriate for the level of study and learners. |

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