

## 5 Online Teaching Tips

The *CourseAdvisory Tip Sheet* series has something for everyone regardless of whether you're a teaching vet or just starting the new world of online teaching. Tip Sheet #10 has five online teaching tips representing some less well-known tactics. Trying them out can lead to a more positive experience for both you and your students.

1. **Communicate Information Using Multiple Channels** – If you have important information to convey to students, don't use just one channel of communication, use multiple. For example, instead of simply posting information only in the announcements area, or only in the feedback area, or sending it only via email, include the information in all three of these places. This will reduce the number of students saying they did not get the memo. Posting information in as many places as possible will result in more students getting the information they need to succeed.

2. **Sync School Email Account to Phone** – Contact your institution's help desk for instructions on how to sync your school email account to your iPhone or Android. Not only will receiving email in multiple places reduce your likelihood of missing messages, it will also allow you to address urgent questions and concerns in a timely fashion. Students are often pleasantly surprised at my response time. However, it is important to set boundaries by letting students know when to expect a reply. For example, you can inform them that you normally respond within a 24-hour period, during regular business hours. This will help maintain your work-life balance.

3. **Text** – If you can't reach a student via phone or email, try texting! It's harder to miss or ignore a text message. Also, students will appreciate the fact that they can text you if they have a quick question. My students have thanked me numerous times for being accessible in this way. This tip comes with a caveat: While students will benefit from being able to text, it is also important to let them know upfront (via the syllabus or another memo) that it can take up to 24 hours for you to reply.

4. **Create an Instagram Account** – Take advantage of social media to motivate and share information with students. Create an Instagram page just for students to include motivational quotes, memes, reminders, tips, etc. You might even include a photo or two of yourself, your kids, or pets! Most students enjoy getting to know their professor as a person.

5. **Keep a Running List of Resources to Include in Feedback** – Compile a list of helpful resources to send to students who are struggling in certain areas\*. For example, if a student submits a paper that shows he or she does not know how to use commas, don't just point out the mistake, but refer to your list of resources and include the appropriate resource in your feedback. A Word document, bookmarks folder, or desktop sticky note are great places to keep these resources handy.

\*On the [Faculty Coaching](#) page are one-page Study Skill Tips for helping your students succeed.