A Trainer’s Top Tips for Teaching Online

Top Ten by
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Our Perspective

- Help in developing online courses
- Train faculty in delivery software
- Assist students taking courses online
- Conduct student evaluations & surveys
- Deliver online professional development
- Online students

1. Make some noise

- Include some audio and narrations
- Multi-sensory approach
- Impatica for PowerPoint
- Horizon Wimba
- Other uses
  - Language & Music courses
  - Audio files in quizzes
2. Convert documents via CutePDF
- Preference is to post files as web pages
- Avoid posting Word docs & PowerPoint files
- Convert to PDF
- CutePDF Writer
  - Free http://cutepdf.com
  - Easy
- Adobe Reader
  - Free http://www.adobe.com

3. Have a Taste of MERLOT
- Multimedia Educational Resource for Learning & Online Teaching
- http://www.merlot.org
- Search and retrieve-
  - Quizzes & Assignments
  - Simulations & Animations
  - Tutorials
  - Reference Materials
  - Lectures & Presentations

4. Adopt publishers’ online content
- Pre-packaged course materials
- Ready to use
- Adaptable
- Examples
  - WebCT e-packs
  - Blackboard Course Cartridges
5. Provide Participation Incentive

- First step = describe nature of course
- Assign points or percentage of grade to posts & interaction
- Clarify expectations for quality posts

6. Seize All Learning Opportunities

- On campus
  - Workshops
  - Technology Training
- On-line
  - Desktop lectures
    - e.g. Horizon Wimba
  - http://trainingtools.com

7. Provide links to any required plug-ins

- Establish one page with a link to all required plug-ins for course
- Should be easy to install
- Provide any instructions
- IT or Distance Dept. can help
8. Have Special Synchronous Sessions

- Good things-
  - virtual office hours via chat
  - archives of live sessions
  - student breakout rooms
  - dates on calendar at beginning of term
  - trial run
- Bad thing-
  - mandatory weekly chats

9. Open a Virtual Café

Bulletin Boards & Blogs for bonding

"Forums for student union where students can share writing about anything..."

- Joan Kattelman Anderson
  - Southeastern Louisiana University

10. Create Quality Assurance

- Formative Evaluations
- Feedback on Assignments
- Remain open when reviewing end of term evaluations
Wrapping Up…

- Reaffirm goals & objectives
- Set & remind expectations for participation
- State dates/times for expected activities
- Give students confidence & build morale

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