

Have You Used Best Practices In Your Online Learning Event?

Preplanning
Review the entire lesson plan
<input type="checkbox"/> Is the content delivered in a way that is visually appealing and effective? (motivate and engage students)
<input type="checkbox"/> Do the activities include group work ? (encourages a supportive social environment)
<input type="checkbox"/> Are activities interactive and weaved in throughout the lecture periods? (keep students engaged)
Review technologies
<input type="checkbox"/> Are you familiar with all the available technologies? (opportunity to enrich lesson plan)
<input type="checkbox"/> Are you proficient with all the required technologies you will use in during training? (technology should be transparent)
<input type="checkbox"/> Do you know what the learners will need to do in order successfully engage with the technologies ? (the learner's desktop and actions required of them may be slightly different than yours)
<input type="checkbox"/> Do you have a back up plan if the technology fails? (email, phone or fax)
<input type="checkbox"/> Have you marked your calendar to check to make certain all course materials are posted prior to class start date?
Online learning environment offers opportunities
<input type="checkbox"/> Does the course layout offer students choices in how they will reach the objectives? (online learners are independent learners and often prefer branching and ability to access materials at their own pace)
<input type="checkbox"/> Are you ready for honest and forthcoming opinions offered during the discussion activities? (learner anonymity can prompt candid discussions)
<input type="checkbox"/> Have you thought about how you will get to know your learners ? (icebreaker, introduction, share a picture)

Facilitating in an online classroom

Are you prepared to describe and **enforce netiquette**? (students need to know they are safe in the online environment)

Have you included a **feedback mechanism** for the students? (students need to feel valued)

Do you have a strategy for **reaching out** to those learners who may fall behind in submitting assignments i.e. email? (need to stay in constant communication with learners)

Are you prepared to stay in **constant communication** with your learners? (email, discussions, Q&A forums/learners need to know you are there for them)

Encouraging student communication online

Do you have an introduction prepared so you can **model interaction**? (modeling is an effective means of teaching and sharing personal experiences is an effective motivational activity)

How will you **encourage collaborative threaded discussions** between students vs. a dialogue between the student and yourself? (it is suggested you respond to no more than 1 out of every 4 postings)

Are you familiar with how to **prompt students** to expand on relevant points? (learners may become discouraged and disengaged if you say they are “wrong”)

Have you thought about playing “**devil’s advocate**?” (encourage students to think outside the box)

Are you prepared to **keep discussions on track**, provide clarifications and make sure erroneous information is not spread and accepted? (effective communications are those that are meaningful and help students achieve learning objectives)

References:

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