

# Advice for the new online learner & instructor

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## LEARNER

Stay current each week. Don't wait until the end of the week.

Time management is key - set aside dedicated time to get assignments done as if you were attending a face-to-face course.

Click around and check things out.

Don't be afraid to ask questions - the professors are here to help.

Make sure you connect with students in your classes. Develop a cohort of people who will support you.

Create a calendar of all your assignments. Plan to log into your class every day or every other day.

Stay on top of the online posts - be sure to read and respond to those that you relate to the most.

Check the dashboard frequently as things change and announcements may be posted.

Take breaks. It is not good to sit in front of a computer for hours. So get up and take a walk - physically remove yourself from the workspace.

Be patient with yourself and your professor.

## INSTRUCTOR

Be consistent with directions in all the places they are listed.

Engage students through instructor presence. The first two weeks are critical to setting up the class mood. Creating a healthy social interaction balances the class and creates an equal environment for open communication

Hold your office hours online and be online for a defined time period. Also, realize that some students will do nothing more than 'hang out' and wait for others to ask questions or for you to talk about something interesting or share a personal anecdote. It's nice to know that we can connect with our online professors..

Test new technology. Ask for a couple of your students to volunteer to help you out.

Make assignments easily accessible. Make your course calendar clear; there should be no ambiguity with due dates. Make weekly announcements to give an overview of what's coming up during the week.

Be flexible. Understand that there is a great deal happening in the lives of your individual students and that they need your support and understanding.

It takes awhile to feel comfortable online. Don't be hard on yourself.