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## BEST PRACTICES

to maintain regular, effective, and substantive interaction online



### START WITH YOUR SYLLABUS

Specify your policies on instructor and student-initiated contact methods, frequency, and response times.

### CLARIFY DEADLINES

Be clear about assignment and assessment deadlines, not only in the beginning but also throughout the course. Send reminders via announcements and news forums.



### MAINTAIN AN ONLINE PRESENCE

Participate regularly and actively in discussion forums. Pose questions that encourage critical thinking and interaction among all course participants.



### PROMOTE COLLABORATION

Assign and monitor weekly assignments and projects that promote collaboration among students.



### PROVIDE FEEDBACK

Give frequent and substantive feedback throughout the course.

