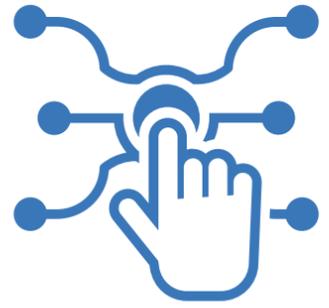


# ONLINE TEACHING

## #2 PREPARE STUDENTS

### HELP STUDENTS CONNECT

Encourage students to get online early and iron out any tech problems. Include links to **orientation** for the online platform(s) and know where to direct them for laptop loans, IT support, how-to videos, drop-in skills workshops. Check the course materials can be accessed using **mobile devices** and also consider that some students may be paying for **data** or using a low-bandwidth connection.



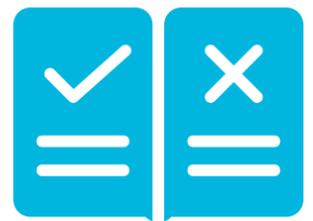
### WELCOME AND ORIENTATION



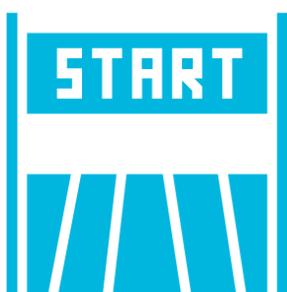
Encourage students to **join the course** in good time, add an image to their profile, and show their preferred name and pronouns. **Introduce** teaching staff and give students space and informal activities to meet one another. Create an introductory **post or video** that welcomes everyone, guides them through the sessions and materials, and includes all the details in this hand-out,

### BE EXPLICIT

Explain the **norms or rules** for participating online e.g. respectful debate, academic language, positive feedback. Students could have a say in how these are framed. Also explain **how students will work** independently, in groups and in whole-class sessions. Be just as clear and explicit when you introduce **tasks**, break into groups, invite contributions etc.



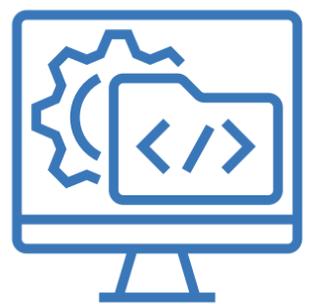
### START RIGHT



Start students off with good habits of **learning from the screen**. Prompt them to **take notes** (which could be on paper) and to organise them. Show how online contributions and collaborative work can be **saved** for assignments or revision. Ask questions, set quizzes and problems, and encourage **active** contributions. Also get into good habits with **screen breaks**.

### ACCESSIBLE APPS

Consider any special **software** or **learning apps** you plan to use. Are they accessible? Can students access them with a browser, a mobile device, via the student desktop? Do you need licences or log-ins for them? Are how-to videos available? Could you produce a screencast or run an online drop-in session to cover key tools and techniques?



### SUPPORT STUDY SKILLS

Know what resources the library, learning support or e-learning team have to **support online study**. Also ask students how they approach the challenge and **share tips** for (e.g.) making notes, managing deadlines, supporting each other, staying motivated, working in confined spaces and with poor connectivity.

Link to:  
Online study skills



#1 Planning for online

#2 Preparing students

#3 Teaching live

#4 Asynchronous learning

#5 Choosing platforms

#6 Media & materials

#7 Feedback/assessment

#8 Wellbeing

#9 Resource yourself

