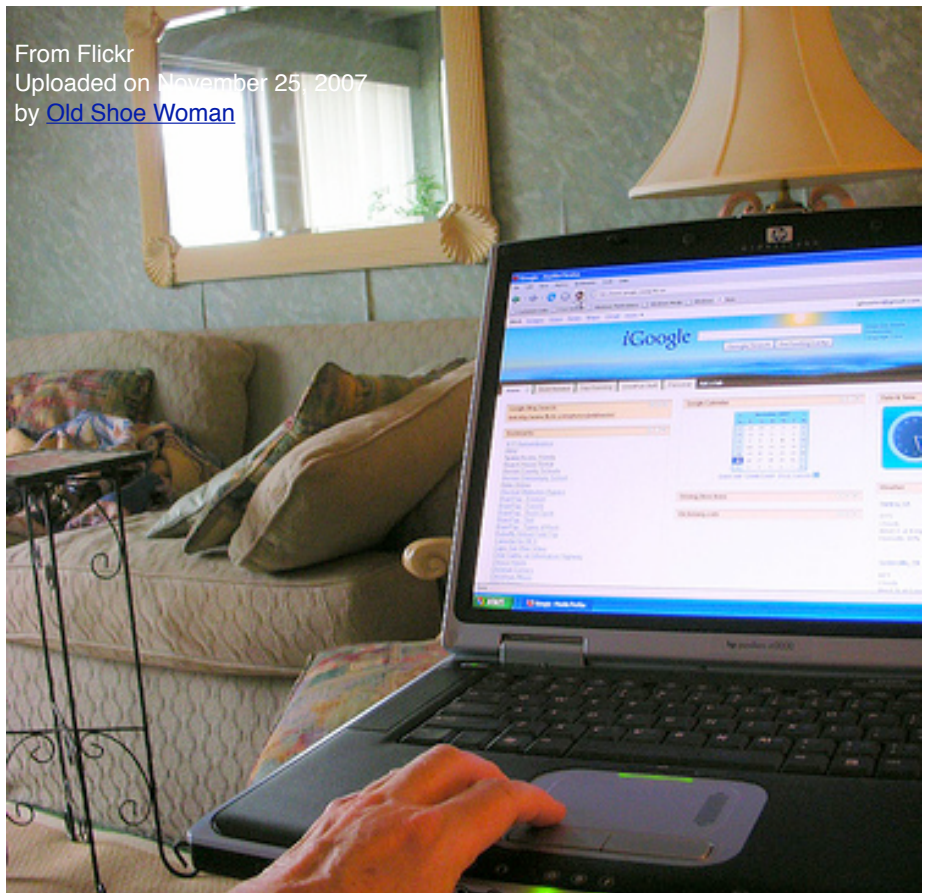


Teaching Tips DE: ONLINE

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Teaching Online? This is the place to get started...

Welcome to your role as instructor for a distance education course in Winter Session 2008!

Orienting yourself to distance education and to the online environment takes a little time. You'll want to save this resource on your computer desktop or print it out (if you prefer) for easy reference.

The Tips and Resources included here were pulled together based on our collective experience as online instructors, facilitators and learners. We hope you will find them useful as you prepare for your first few weeks of teaching an online course.

The first thing to do is to make sure you are set up with access to all of Your Resources. You'll need a CWL to login to your course. Access to the Faculty Service Centre will allow you review your class list and communicate with your learners outside of the course website.

You can get oriented to the online environment and to your teaching role by accessing your Orientation to Teaching Online from your course list on Vista. In addition, you can find resources, training sessions and workshops related to Vista and online teaching on UBC's e-Learning site or through TAG, UBC's Centre for Teaching and Academic Growth.

Contribute to the community by sharing your comments on the Teaching at a Distance blog. You will be added to the notification list when you are appointed to teach.

Finally, you will want to print off your list of Key Contacts for Distance Ed. or keep a copy on your desktop. You will likely refer to it often.

Your Resources ...

- 1 Campus Wide Login (CWL)**
<http://www.it.ubc.ca/cwl/homelink.shtml>
- 2 Faculty Service Centre (FSC)**
<http://www.students.ubc.ca/facultystaff/fsc.cfm>
- 3 Orientation to Teaching Online** on your Vista course list
- 4 e-Learning at UBC**
<https://www.elearning.ubc.ca/home/index.cfm>
- 5 TAG**
<http://www.tag.ubc.ca/>
- 6 Teaching at a Distance Blog**
<http://weblogs.elearning.ubc.ca/distanceteaching/>
- 7 Key Contacts List**
http://olt.ubc.ca/distance_learning/instructors_res/?CA=45308



www.olt.ubc.ca

UBC's Office of Learning Technology website offers many resources related to your teaching role in distance education., including:

- Instructors' Guide
- Instructors' Resources
- Course Listings

Teaching Tips:

5 Things You Can Do to Support Learners

1. Send learners a welcome message prior to the course start.

We know that learners who are welcomed into the course by the instructor tend to get off to a good start early. The Faculty Service Centre (FSC) is your communication tool outside the course environment.

2. Follow up with learners who have not logged in or who are lagging behind.

Out of sight - out of mind can be a problem for some learners involved in DE courses. Contact with learners reminds them that you are there, expecting their engagement in the course. The FSC is your vehicle for communication outside of the course.

3. Provide timely feedback and be present in the course.

Let learners know (in your course welcome message) how they can contact you, when, and how soon they can expect a response. Be clear about your role in discussions, etc.

4. Use the Calendar Tool.

Adding assignment deadlines, exam dates and exam application deadlines to the course calendar is helpful for students and easy for you to update.

5. Know about resources for learners.

Be familiar with academic support resources for learners. Review the Learners' Links on your course menu.

Academic Support

LEAP is a one stop academic resource for learners. You can partner with us to offer online office hours or tutorials online. Ask us: cindy.underhill@ubc.ca



From Flickr
Uploaded on February 11,
2006
by [Robert Scates](#)



Communicating early with your learners sets a positive tone. Here are some sample communications if you need a place to start...

Sample Welcome E-mail

Please follow the directions you have been provided with for accessing your course and acquiring course materials. If you need further reference, check the OLT website at: http://olt.ubc.ca/distance_learning/

Once you have logged into the course you should familiarize yourself with some of the items on the left navigation bar. If this is your first online course, I encourage you look through the Orientation to Learning Online site that you have been given access to. It should appear on your list of courses in Vista or WebCT.

Please read the Introduction, Welcome and/or Course Overview section of the site, taking a look at the course schedule, and glancing at the assignment requirements.

If your course is online, go into the section called Discussions or Forums. You should always read the Announcements forum first, since this is where I will be posting important messages. You will notice that I have already posted a welcome message—try posting your own 'hello' message in the Main forum that introduces yourself to your classmates. If you are having any technical problems, you can contact the OLT help desk at olthelpdesk@exchange.ubc.ca. It is also important that you read your [Learner's Guide](#). It contains important information about distance education.

The course will get busy very quickly, so I encourage you to get logged on and become familiar with the content as soon as possible. I look forward to reading your introductions!

Sample Welcome Course Message/Post

Welcome to this course. I am looking forward to being your instructor and I do hope that, when the course is over, you (and I as well) will have enjoyed the experience. You can contact me at...

Don't be afraid to ask questions, ask for clarification, and share your ideas. As instructor, I will be acting as guide to the discussion. I won't be laying down the law or telling anyone what to think. So don't be afraid of what I or anyone else shares in the forum. I will certainly intervene if a discussion goes off course.

Remember, I am here to guide you through the content and support your learning as you discuss issues and concepts presented here with myself and your peers.