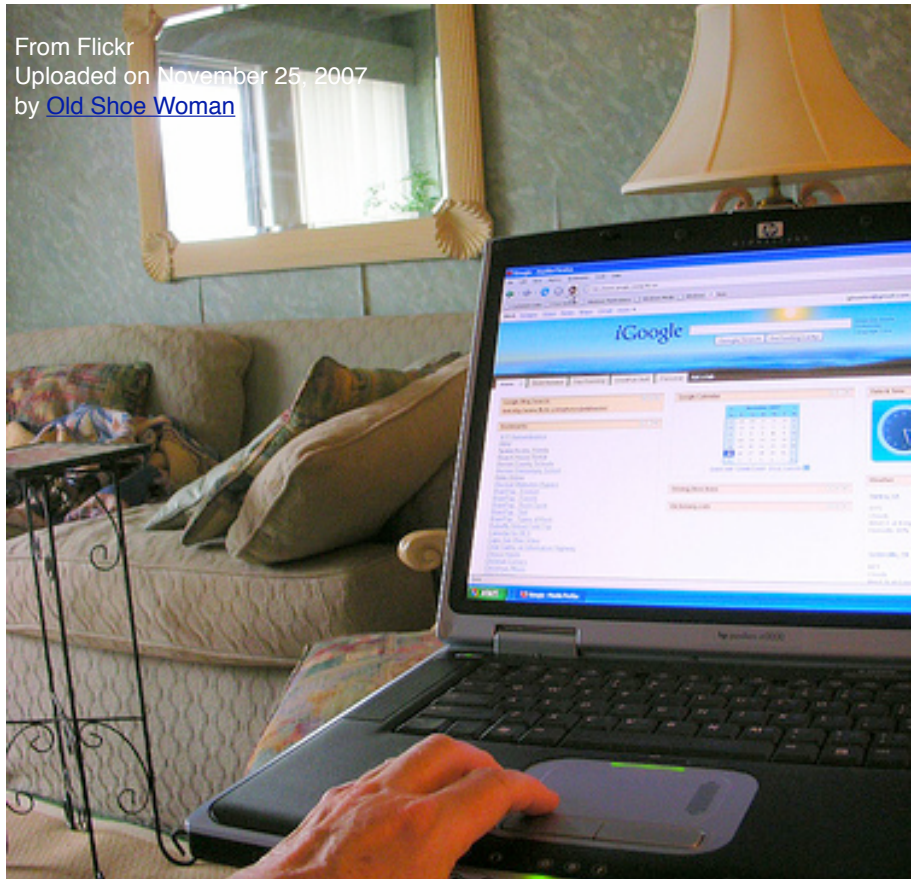


Teaching Tips DE: PRINT

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Teaching a distance course?
This is the place to get started...

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

Orienting yourself to distance education 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 a distance 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 FSC will allow you review your class list and communicate with your learners outside of the course website.

You can get oriented to your teaching role by reviewing the resources available to you.

The OLT website (Instructors' Guide) and our Teaching at a Distance Blog provides some resources that will assist you in your distance teaching activities. Check the website for UBC's Centre for Teaching and Academic Growth (TAG). You'll find many workshops and sessions that will help you reflect on your teaching practice.

Contribute to the community by sharing your comments. 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 DE Instructors' Guide**
http://olt.ubc.ca/distance_learning/instructors_guide/
- 4 Teaching at a Distance Blog**
<http://weblogs.elearning.ubc.ca/distanceteaching/>
- 5 TAG**
<http://www.tag.ubc.ca/>
- 6 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 FSC is your communication tool outside the course environment.

2. Follow up with learners 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 can help here as well.

3. Provide timely feedback and be available to learners.

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 the course.

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' Resources on the OLT website.

Academic Support

LEAP is a one stop academic resource for learners. You can also use the site 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

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...

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 received your course material, you should familiarize yourself with the course requirements. If this is your first distance course, I encourage you look through the [Learners' Resources](#) provided to you via the OLT website.

Please read the Introduction, Welcome and/or Course Overview section of the course materials, taking a look at the course schedule, and glancing at the assignment requirements. It is also important that you read your [Learner's Guide](#). It contains important information about distance education.

Don't be afraid to ask questions, ask for clarification, and share your ideas. Remember, I am here to guide you through the content and support your learning as you discuss issues and concepts presented here.

The course requirements will require you to stay focused and keep up with the readings. I encourage you to arrange your study schedule and become familiar with the content as soon as possible. I look forward to reading your first assignment!