Southwest Online Teaching Expectations

- ✓ Communication:
  - o Post a minimum of 2 Announcements **each week** – consider one at the beginning of the week to remind students of due dates and expectations, and another near mid-week to clarify any information needed and/or encourage your students.
  - o Review students that have not logged-in **each week** and use the early alert tool in Navigate to email them/notify a Success Advisor.
  - o Respond to students within 24-48 hours, or by the end of the day on Monday if they message you over the weekend.

- ✓ Syllabus:
  Upload in the "Syllabus" tab. (If copying from another course please ensure that your Syllabus is up-to-date.)

- ✓ About Your Teacher:
  Provide your contact information, preferred communication method, etc.

- ✓ Weekly module format:
  Begin each module on Monday and end on Sunday at 11:59pm.
  Use scaffolding and sequencing to determine your content grouping.

- ✓ Discussion Board:
  Use an introductory discussion board to introduce yourself to students and require them to introduce themselves appropriately. **This should be due and graded before the last day to drop a class to help inform your communication with Admissions regarding student participation.**
  Respond to each student, and consider requiring them to respond to 2 peers.

- ✓ Gradebook:
  Post all graded assignments in Canvas even if the assignment is in class.
  Provide grade and feedback to student **within a maximum of one week** after due date.

- ✓ Due dates:
  Create assignments and quizzes in Canvas and use the due date setting. This auto-populates the Syllabus tab and Course Calendar for the students.

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Best Practices to Consider:

- We do not recommend using the Canvas Inbox system for your preferred method of contact. VCCS student email through MySouthwest is the preferred method for the institution. However, non-protected information can be communicated through other means.
- Consider holding virtual office hours using Zoom or phone. Post those in the About Your Teacher section.
- Review your course in "student view" to ensure that course layout flows in a consistent and logical format.
- Use Discussions to increase student engagement, student-to-student interaction, and student-to-instructor interaction. This will also nurture an open and supportive community.
- Check that all of your links or uploaded course files work correctly. These can be compromised during course copies and due to other technology errors.
- Use Canvas Studio and Zoom to create short video lectures and announcements for your students.
- Make sure your assessments link clearly to your learning objectives and allow for different learning styles and demonstration of mastery of the content.
- Include different types of activities and assessments in order to promote learning achievement and increase engagement, motivation, and self-efficacy.
- Make sure that any materials you use meet digital accessibility requirements. Be mindful of the ability to adapt materials based on accommodations needed by students with disabilities.
- Know when to ask for help! You are the subject matter experts, so be sure to reach out to the Director of Distance Learning and Canvas Administrator to let us help identify the best technology tools and resources to build your courses.