



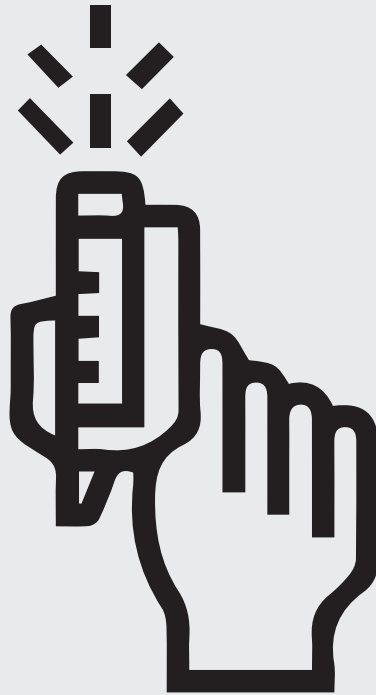
Quick Guides

Delivering an Online Course



Before the Online Course Starts

- **Familiarize** yourself with the course delivery structure and the site/platform
- **Develop** an online delivery plan/schedule
- **Check** that all resources, activities and links work, are current and relevant to the learning experience
- **Update** your contact information
- **Contact** learners, welcome them to the course



At the Beginning of the Online Course

- **Check** learners can log-in and provide support and troubleshoot as needed
- **Facilitate** introductions and community-building activities at beginning of the course
- Set **clear expectations** for online behaviour
- Confirm **contact/turnaround times** for (i.e. emails, discussion boards and assessments feedback)
- Structure of course (**modules, assessments, webinars, recordings, synchronous/asynchronous**)
- 'Walk through' structure of course with students and highlight specific **tools/technology/resources** and how to access as required (i.e. Proquest for access to e-books)
- Encourage sharing experiences between learners, including how and where (**discussions, webinars**) and purpose



During the Online Course

- Be a positive online **role model**
- Send meaningful and **short weekly communication** (bullet point of what's been covered and what's coming up next)
- Ideally respond to learner's communication within a reasonable time frame to resolve any difficulties/queries to ensure their learning is not interrupted e.g. **phone calls, email, messaging, and forum posts**
- Online learning can be isolating and lonely, encourage online communication between participants and providing **timely feedback** can help
- **Relate** to learner experiences and ask thought provoking questions (webinar's or recording video or audio of yourself asking a question is a great way to personalise and provide context to question in comparison to written question).
- Promote learner **independence/responsibility** and learner **collaboration**
- **Monitor** learner progress, participation in activities and completion of assessment tasks and follow up as required
- Provide informative **developmental feedback**



After the Online Course Finishes

- **Summarise** key areas of course and thank learners for their participation
- Review learner feedback and **make recommendations for improvement**
- Engage in your own **self-reflection** for improvement and consolidation