TIPS FOR TEACHING ONLINE

CURRICULUM WRITING: BUILDING ON WHAT YOU KNOW AND DO
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KNOW HOW TO USE YOUR MEETING SOFTWARE

Most activities that are designed for in-person learning can also be done online if you know how to use your meeting software effectively. Some important features to know are:

- **Share Your Screen** - this feature allows you to share your computer screen with your online class. Use this to show videos, images, or slide shows. Show text documents on your screen instead of passing out handouts, or use a word processing program to make lists as if you were writing on a dry erase board.

- **Breakout Groups** - this feature allows participants to break into smaller groups for small group discussions or activities.

- **Chat** - allow students to type comments into the chat box as an additional option for contributing to a discussion.

PLAN AHEAD

Make sure class participants receive any materials they need in advance. Arrange to deliver or have participants pick up books, study guides, or supplies. Email handouts or directions. Provide participants with a list of anything they will use during class so that they can gather the items ahead of time.

INVITE PEOPLE TO SHARE

Some people have a harder time speaking up when they are on a screen. Encourage individuals by asking if they want to add anything to the conversation. This is especially important in a hybrid class where some people are online and others are in-person. Be sure to invite those who are online to participate in the discussion.

PROVIDE OPPORTUNITIES FOR INTERACTION

Participants won't be able to interact with each other before or after class like they would in an in-person class. Plan time for conversation and getting to know each other.

TAKE BREAKS

Participants may get tired more quickly when learning online. Leave room in your lesson plans for short breaks from the computer screen.