

Starting the Semester: Tips for Teaching Online

Syllabus

- Objectives
- Disability Services Statement
- Academic Integrity Statement
- Communication Policy
- Course Calendar with due dates
- Student Technology Assistance:
Students should contact the ITS Tech Support Help Desk at 217-206-6000 or techsupport@uis.edu for Blackboard and other technology support at UIS.

Encouraging Student Success

- Keep due dates consistent
- Practice Quizzes, Tests, Assignments
- Course Tour videos (with captions or transcript)
- Introductory Discussion Boards (promote social presence EARLY)
- Questions about this course forum with subscriptions
- Model assignments
- Rubrics
- Course Calendar (Bb tool) with due dates
- Link to UIS services: Library, Career Development, Disability Services, Counseling, Diversity Center, ITS, Online Program Coordinator

Managing Course

- Course Reports
- Performance Dashboard
- Course Combinations – use the same Blackboard for cross-listed or multiple sections
- Course Banner or Module Banners
- Grade Center
- Make your Course Available before the first day
- Manage roster – student drop notices

Enhancing Teaching Presence

- Announcements for changes
- Announcements new materials/modules
- Announcements for summary feedback
- Constructive feedback/comments in Grade Center
- Replies to redirect discussions
- Add your photo to your Blackboard profile
- Email students prior to the start of the semester