Keys to A Successful Online Presence

1. Conference Often
	1. If students need to you to see their work/ issues, ask THEM to invite YOU
	2. If you need to show students how to do something, YOU invite them
	3. Conferences can be work sessions or quick “office hour” meetings
	4. Low tech is still functional tech
2. Collaborate Often
	1. Polls in Conference
	2. Use Collaborate Feature to build/populate a document/elicit interaction
	3. Set up Group Office Hour appointments (groups of no more than 3 work best)
	4. Ask Students to co-write a Quizlet Set if your course is vocabulary-rich
3. Assign pre-conference assignment/readings Often
	1. You are all prepared to do work on a higher level
	2. Questions will be substantive
	3. Understanding will be deeper
	4. Quick/Not Hard will ensure that it is done/doable
4. Assess Often
	1. Time Is best spent on objectives and skill sets- Most students are multi-tasking poorly
	2. Discussion Boards often feel like busy work-Consider collaboration instead
	3. Assignments should be relevant, timely, and objective driven
	4. Homework should be slightly harder than exam on the topic