

## Recommendations of Good Practices in Online Teaching

- \* Give dropbox feedback in two places: Feedback and Grades (simply cut and paste)  
-- a *D2L users tip*
- \* Place all course “rules” (such as netiquette) in the syllabus or somewhere else where it is easily available all semester long.
- \* Make sure text-size of all pages can be altered (click “View” then “Text Zoom”)
- \* Be aware of color-blindness issues (don’t pair red with green, yellow with blue, etc.)  
Solution: when using colored text among black text, bold the letters.
- \* Avoid using colorful backgrounds---even pale yellow can make reading difficult for students with limited vision.
- \* Avoid using e-mail as a main communication tool. Keep key information within the course itself so it can be retrieved easily by students -- a *D2L users tip*
- \* Include an Ask the Instructor/Ask the Class forum on the discussion board. Students will answer each others’ questions and learn from the questions/responses of others.
- \* Provide students with an optional practice quiz so students new to D2L can try out the quiz feature before that first nerve-racking quiz!
- \* Provide students with a thorough explanation (or link to an explanation) of how to save a document in rich text format (.rtf).
- \* Remove any default links from the course navigation bar that you do not use in your course (links, FAQ, journal, etc.).
- \* Check links at least once every semester to make sure they’re still active!
- \* Request a “dummy student” for each of your online courses (the campus instructional technologist should be able to do this). A dummy student will enable you to see exactly what the student sees in your course.
- \* Allow students to see their current course grade at all times using the Grades feature.
- \* Don’t overfill the screen -- students tend not to scroll down.
- \* Blind copy yourself every email you send to the class so that you have a record, since

D2L messages don't appear in your email "Sent" folder.

\* Bring a guest into the course to facilitate a discussion.

\*Place instructor contact information on the course homepage as well as on the syllabus.