Syllabus	Announcements	Discussions	Feedback/Grades	Multimedia
Instructor Expected Response time: • LMS messaging • Questions in discussions • Grading Feedback	Make sure announcements are visible right at log-in or course check-in. Force a subscription if possible.	Craft thoughtful questions encouraging students to apply course material to their own lives and experiences	Offer meaningful comments using speedgrader, docviewer and multimedia inputs	Humanize your course with video (LMS tools like Studio) • Welcome video • Announcements • Grading feedback • Interactive Lectures
Clearly Describe any contact delivered outside of the LMS: • On-campus office hours • Phone • Video Conferencing	Keep it fresh w/contextual announcements • I've just graded this week's assignments and this is what I saw happening…" • Weekly tasks or wrap up.	Set an example: "I would respond to this question by…"	Allow back and for the exchange with students using chat in speedgrader.	Online office hours or study groups
Notify students of expected delays in response times: • Illness • Technical difficulties	Offer kudos and encouragement: "Great job on last weeks assignment. This week let's dig deeper by…"	Encourage discussion early in the week: 3 points for posting on Tuesday, 2 for Wed, 1 for Thursday, etc	Use rubrics when grading to offer detailed feedback on assignments and discussions	Anonymous Surveys offered throughout the semester.
Pre-semester contact email with syllabus & course information	Video announcements: 1-3 minute unit introductions or just checking in.	Summarize the main ideas	Multimedia Feedback	Narrated presentation lectures.
		Seek input: "What's working for you?"		
		Give students a clear visible place to ask questions.		