

# Hot tips for success

## Online classroom

### Pre-term and week 1

#### What to prepare

- A welcome post
- The course overview
- Ask students to introduce themselves
- Ice-breaker activities
- Wk1 content
- Assignment information
- Your contact details

### Ongoing

Ensure you have a presence - post a couple of times during the week

Promptly answer questions

Provide resources (e.g. youtube clips, news articles, websites, academic journals)

Create activities that are engaging (e.g. case studies, role plays, ask students to find and share articles, personal experiences/reflections, analyse an article, ask specific activity questions)

Role model activities

Communicate expectations (e.g. word limit)



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### Assessment & feedback

#### What to prepare

- Written post about upcoming assessment
- Podcast or screencast taking students through the marking criteria
- Open a Q&A discussion forum
- Ask students to practice a part of the assignment
- Policy reminders (e.g. coversheet, extensions, late penalties, resubmission)



### Closing the class

Announcement when marks are uploaded

Giving feedback on course completions

Provide farewell forum - include a question (e.g. 'What have I learned?')

Finalise the gradebook

Reflect on your practice

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### Delivery options



Course announcement



Discussion Forum



Podcast or screencast



Course announcement



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