Concept	Tip	How?
Instructor Presence	Be present in your course in some way (almost) every day.	1. Contact students consistently using multiple methods (announcements, email, inbox, discussion board, videos, assignment feedback) 2. Follow the communication guidelines you set forth in your communication expectations (in your syllabus). 3. Follow the feedback guidelines you set forth in your syllabus.
	Schedule your online time.	Establish a regular schedule for when you will log into the course.
	Be available at high-traffic times.	Schedule your time online around students' high-traffic times can ensure that students are able to receive support when they need it most.
	Communicate your availability.	Let students know when you plan to be online or check in on their progress. For example, letting them know that you will be online between the hours of 9:00 a.m. and 11:00 a.m. and again between 2:00 p.m. and 6:00 p.m. will help to manage their expectations for receiving a response to emails.
	Provide a response to student inquiries within 24 hours.	If you cannot provide a detailed response within 24 hours, consider responding to the student to simply let them know when a more detailed response will be provided.
	Provide timely and meaningful feedback on student work.	Provide feedback to assignments within 48 hours after submission. If it's a larger assignment, such as a paper, the standard turnaround time is 2 weeks.
Course Community	Be personable in communications when/where appropriate	Personalize communication, feedback, and instruction throughout the course
	Create a welcome video	Reassure students that you are there to help them and they should not hesitate to reach out to you. Record yourself. Your videos can be very informal and creative.
	Encourage student/peer interaction and support	Create q & a discussion forums and social forums for students only.
	Orientation Material	Create orientation tutorial videos to help students acclimate to your class

	Welcome Announcement	Use the Canvas Announcement tool to create a welcome announcement to welcome students to the course and help them get started.
	Ice-breaker Discussion	Create a ice-breaker discussion or get-to-know-you discussion board to ease students into the class at the beginning of the semester.
	Virtual Class Session	Meet virtually online for regular class sessions at regular times.
Student Engagement	Interactive Lecture Capture	Record lecture capture videos so that students can watch and review content whenever they need it.
	Student Feedback & Critique	Use the Peer Review tool to allow students to provide peer feedback on assignments
	Groups	Create groups in Canvas to foster group interaction, discussion, and collaboration
	Discussion	Use discussion boards to encourage student discussion about concepts and topics
	Private Journals	Use the groups tool and group discussion to create private journals for your students
	Screen Capture Presentations	Allow students to create presentations and record them using Kaltura Media Platform
	Virtual Presentations	Let students create presentations and present them to the class during virtual class meetings (Teams)