Course Communication Guidelines

TECH-DIRECT (Online) COURSES

Clear & Consistent Communication
- Set the expectation of communication early by providing an introduction of yourself and the course displaying communication expectations (Ex: respectful tone, correct grammar, etc.)
- Provide regular, consistent communication regarding course materials, assignments, class meetings, etc.
- Outline communication expectations (i.e. will respond to emails within 24 hours)
- Student Online Communication Guide
- Explain to students how to turn on iLearn notifications
- Provide clear and timely instructions for each course element

Tools: Announcement Tool, Teams Post, Video Note, Kaltura

Communicate any and all changes
- Course Syllabus
- Schedule changes
- Announcement for due dates, extensions, etc.

Stay in communication with students regarding access to materials, technology, and course progress
- Let students know what materials they will need for the course within a timely manner
- Check in with students to ensure they have access to all needed materials and technology

Clear & Consistent Feedback throughout the course
- Use tools such as Turnitin, VideoNote, and grading

Tools: Turnitin, Video Note, Kaltura, Teams Post, iLearn Feedback Tool