

HOW TO SHOW YOUR PRESENCE IN ONLINE CLASSROOMS



Humanising your classroom

PROVIDE SPONTANEOUS UPDATES



- 1 Spot student confusion in class and identify difficulties during class discussions.
- 2 Record yourself clarifying the confusion.
- 3 Answer questions pertaining to the whole class.
- 4 Be natural and informal in your videos.
- 5 If you prefer, prepare narrated PowerPoint slides with interesting images and videos to address the situation.

BUILD DEPTH TO EXISTING VIDEOS BY ADDING YOUR CLARIFICATIONS

- 1 Source clips from any number of media forms - TED talks to films.
- 2 Add clarifications that state the point in the video to refer to.
- 3 Remember to use non-verbal cues to communicate effectively.



SHOW UP FOR THE CLASS



- 1 Post frequent text or video announcements.
- 2 Establish a regular routine - post comments, questions, and updates in online discussion boards on specified days in a week.
- 3 Be active in online discussion forums.
- 4 Give timely feedback.
- 5 Send an announcement if the feedback is delayed.

REVEAL YOUR PERSONALITY – SHOW YOUR CARE

- 1 Make the first impression count - create a 'Meet your Instructor' section including your photograph, biography or possibly a welcome video.
- 2 Show empathy e.g. give deadline extensions.
- 3 Use Oops tokens - each token is a request to extend a deadline. A maximum of 3 can be issued without any questions being asked.
- 4 Ask students how their semester is going.
- 5 Send individual course messages/personalised emails to students who seem less engaged or if you sense something unusual.



This infographic was created in collaboration with **Flower Darby**, Faculty Educator, Author and Speaker, USA. It is based on the content of the book 'Small Teaching Online: Applying Learning Science in Online Classes' (2019).

Reference:

- Darby, F. & Lang, J. M. (2019). Small Teaching Online: Applying Learning Science in Online Classes. Jossey-Bass. (In particular Chapter 4 on Building Community).