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 notice, prepare prepared 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 nonverbal 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. Ask students how their semester is going.
4. Send individual course messages/personalised emails to students who seem less engaged or if you sense something unusual.

References:
- 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).

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