



## Best Practices for Teaching Distance

[edtech.mst.edu](http://edtech.mst.edu)

### Syllabus:

- Provide a thorough and detailed syllabus.
- Student expectations are clear (List course goals in the syllabus and put learning objectives in Canvas).
- Outline major projects and due dates early in the semester.
- Offer virtual office hours.

### Communication:

- Establish a scheduled communication strategy (weekly digest, announcement, etc.).
- Provide frequent feedback.
- Allow for small group discussion between face-to-face and DIS students or among DIS students using a tool like Zoom's breakout rooms.
- Direct questions to the distance students, draw them into the lectures.

### Course Technology:

- Use a Learning Management System (LMS) such as Canvas or a website so students can find everything they need in one place and access anytime.
- Combine Canvas courses for multiple sections of the same course.
- The course is clearly organized and easily navigated.
- Course content is made available to students in manageable segments or "chunks".
- Submit software requests on time including Virtual Desktop Infrastructure (VDI) access for distance students.
- Visit distance classroom before the semester begins to become familiar with the technology in the room.
- Use software that allows digital annotation, such as OneNote, instead of writing on a whiteboard, or use the document camera.
- Consider using low stakes online quizzes in Canvas.

### Special Considerations:

- Consult with an instructional designer in advance.
- Get department approval before offering distance.
- Market the course to increase enrollment.
- Record instructor and course introduction videos. (EdTech will help.)
- Treat the distance students as you would your face-to-face students.
- Discuss online exam proctoring with the instructional services team if proctoring is desired.
- Hold class from anywhere using Zoom live, or pre-record (must have good internet connection).
- Guest lecturers can present to your class through Zoom without traveling to campus.