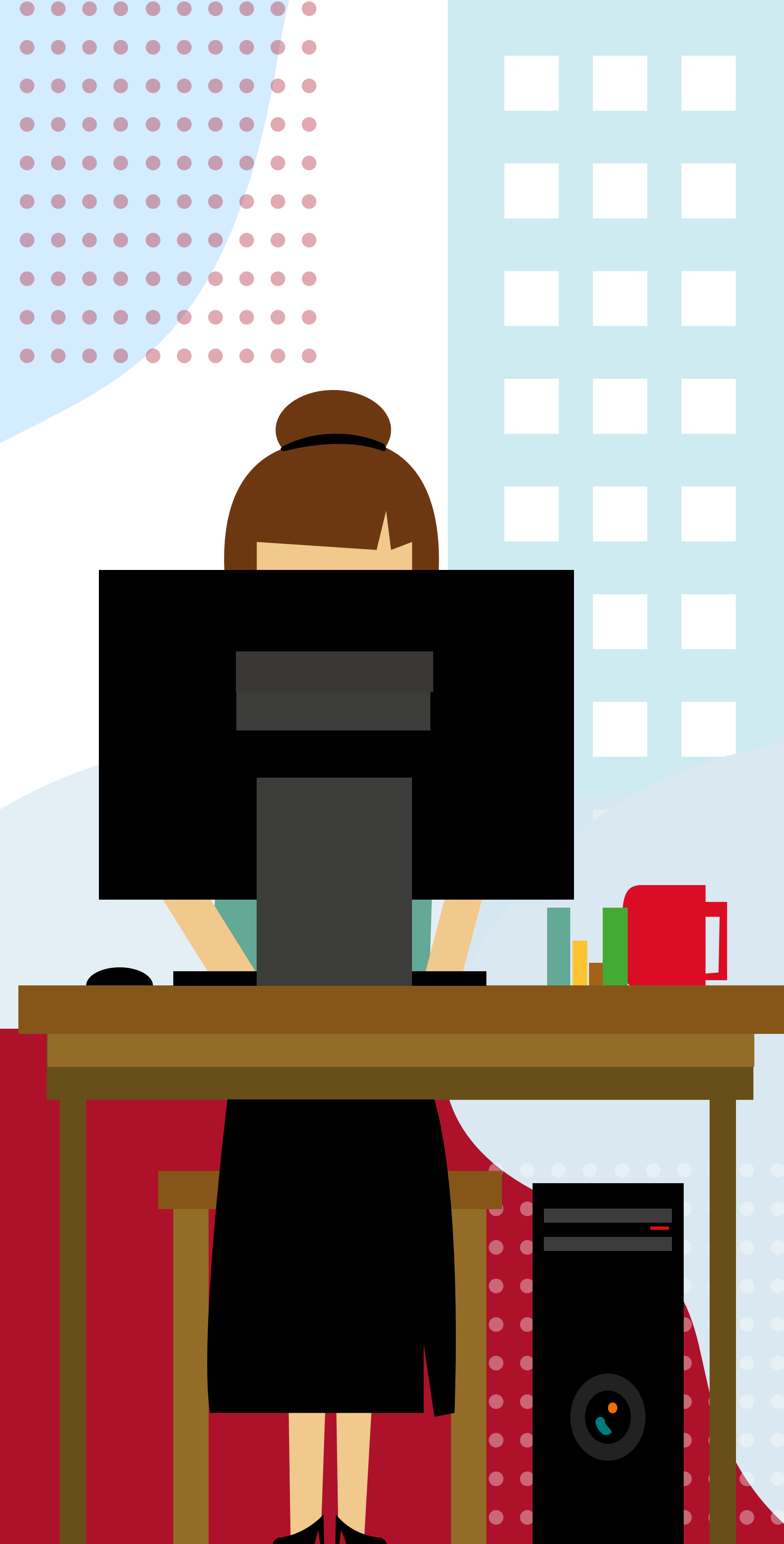
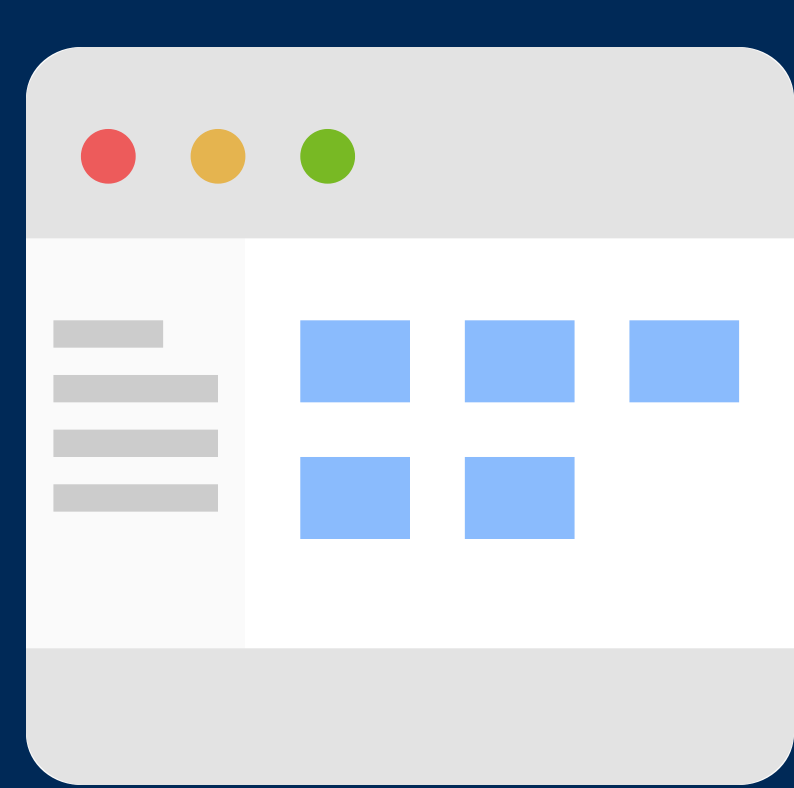


Simple Steps for Creating Your Teaching Presence

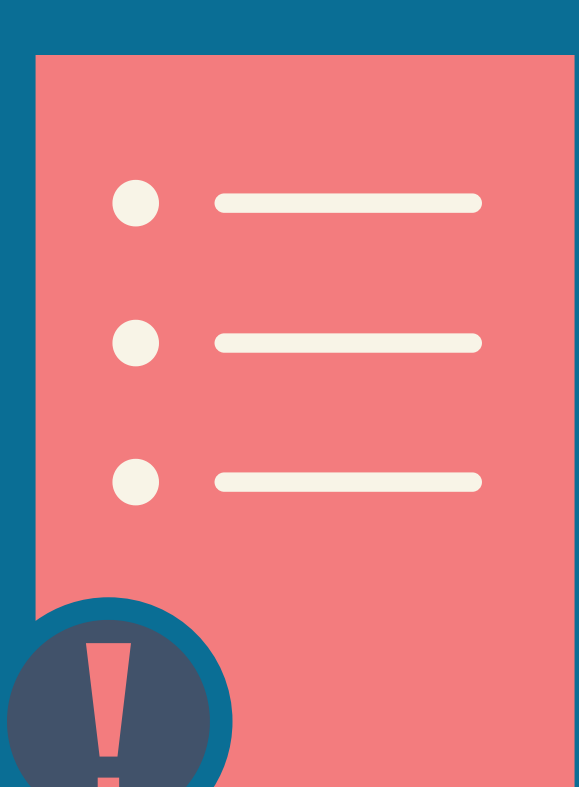


Teaching presence is defined as the design, facilitation, and direction of cognitive and social processes for the purpose of realizing personally meaningful and educational worthwhile learning outcomes (Anderson, Garrison, & Archer, 2001).



Navigation & Ease of Use

Design your course with navigation and student use in mind. The less time spent trying to navigate the course, the more time your students spend in the learning process.



Update and Double Check Space

Before your course opens to students, make sure everything is ready to go, updated, and if reusing space, all the dates are correct.



Discussion Board

The discussion board is the heart of your learning community and needs to be tended to cultivate community, promote meaningful discourse, and create a peer-learning environment.



Announcements

Let your students know you are with them every week by sending out an announcement! Timesaver: Create announcements and reuse them year after year by changing dated information.



Participate in Discussion Board

Participate in the discussion board! When you are teaching in person, do you interact with your students during discussions? Give your online students the benefits of you interacting with them too.



Respond to a Percentage of Posts

Select 5-10% of your class and respond to their discussion posts! Make sure you respond at least once to all students over the semester.



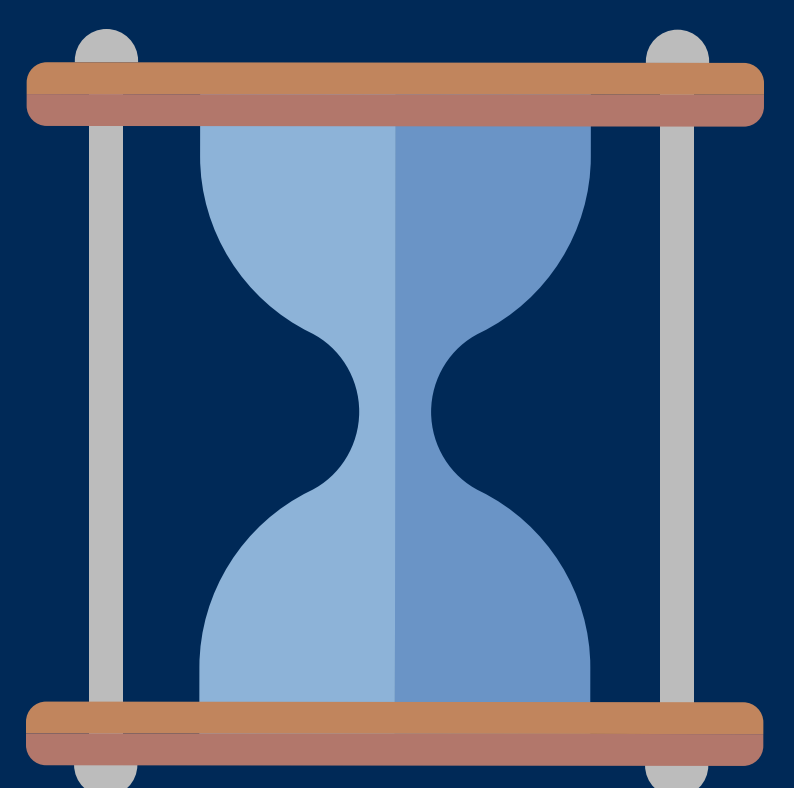
Block Time on Your Calendar

Give your students the benefit of your time and pre-block time in your calendar. Instead of large blocks of time, spread it out over the week to cover discussion board participation, grading, and engaging with your students.



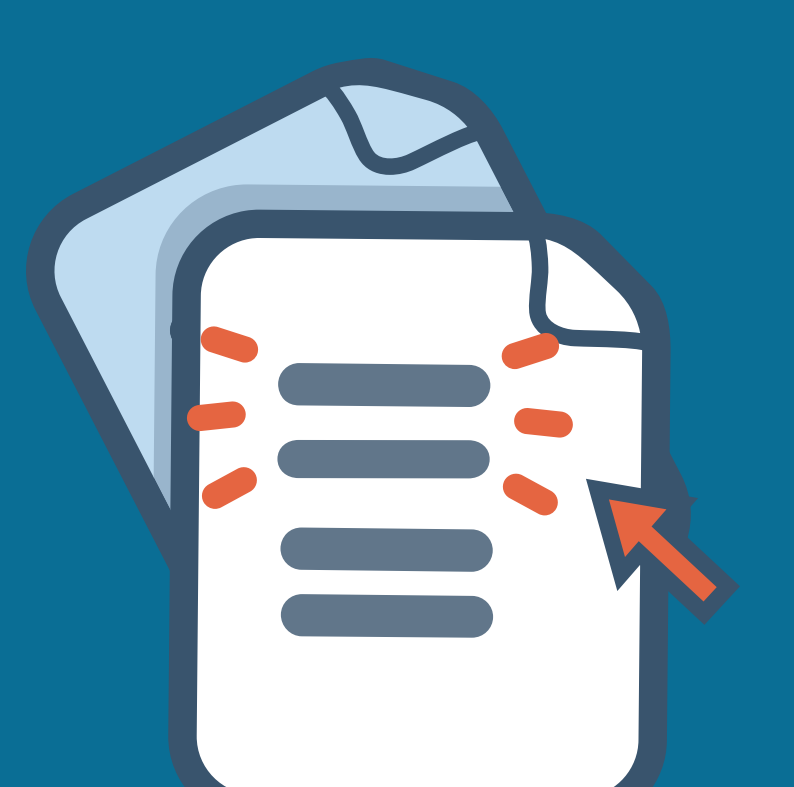
Create a Checklist

Create a checklist or matrix with student's names and discussion board titles. This way, you can mark who you replied to, allowing you to make sure you reply to all of your students at least once.



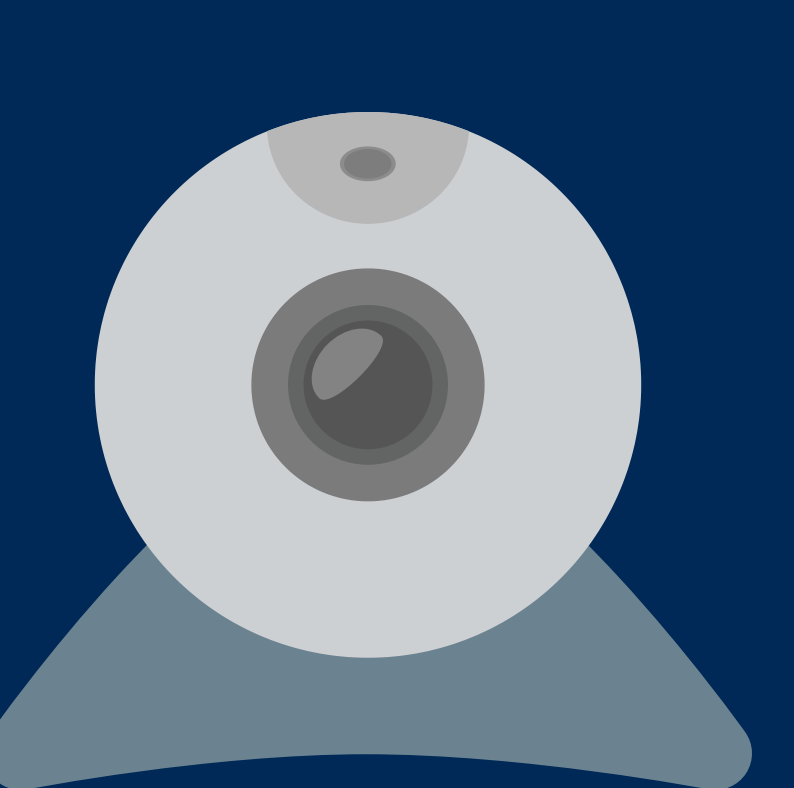
Give Students Timely Feedback

Prompt Feedback is essential in an online class and is often more important than quality feedback that takes longer to complete. With quality feedback, it is important to know that by the time you grade and complete quality feedback, the student has moved on to the current week's materials, discussion, or assignment.



Create Rubrics and Canned Feedback

Creating a rubric takes the time upfront but pays off in ease of use and time saved when grading student's assignments. Compile a common list of Feedback for each assignment and copy and paste to create Feedback for students.



Create Weekly Videos

Create five to ten minute weekly videos of you sharing announcements, recaps, overviews, assessment results, and anything else you feel students should know about the previous week or the week ahead.