

INSTRUCTOR CHECK-INS: SEPTEMBER

COMMUNICATION

WHAT, WHEN, WHERE, HOW, WHY?



- What types of things do you communicate to your students? Why did you choose the [communication methods](#) you did? Are you spending a lot of time on communication?
- How and where do students communicate with you? [Office hours](#), [forums](#), etc.
- If you host live lectures, do you have ground rules for [netiquette](#)? e.g. eating, when and how questions can be asked, how to use the chat, etc.

ENGAGEMENT

SYNCHRONOUS AND ASYNCHRONOUS



- If you have a [SYNCHRONOUS](#) class, what else are you asking students to do beyond listening?
 - Do you ask questions? Do they? How?
 - How do students engage with each other? e.g. discussions, breakout rooms, chat, preassigned 'speakers'
- If you have an [ASYNCHRONOUS](#) class, how are students engaging with you and each other? e.g. recorded lectures, reviews, "meet" before and after, office hours, forums, social media
- In any class type, how are you gauging the pace of the course, progress and engagement?

STUDENT BUY-IN

GETTING THEM ON BOARD



- How have students responded to the [synchronous or asynchronous design](#) of your course?
- Do students have webcams on in your live class? If not, do you wish they would? If you record, do students know they are consenting to having their webcams recorded?
- How do you manage many webcams on if you are recording (makes for very large file sizes)?
 - Tip: Consider using a system called Front Row, in which students can sign up to have their webcams on and be in the virtual 'front row' for 1 class (or more - depends on class size!). Details and sample wording [here](#).

FEEDBACK

REQUEST AND DELIVER



- How do you (or will you) get feedback from students? e.g. stop/start/continue. Check out [this resource](#) for ideas to get more feedback.
- If you have TAs, have you asked them for feedback? Have they [received feedback](#) from you?
- What [assessment types](#) are you using? If underway, how do you find the process/grading?
- How are you providing feedback for students?
- Have you considered hosting office hours at variable times to capture a wider audience?