

Pedagogical Readiness – a resource for instructors considering teaching online¹

General	<ul style="list-style-type: none"> • Use a variety of synchronous and asynchronous teaching strategies • Recognize the differences between traditional in-person and online teaching • Create learner-centered activities that engage students • Explore resources for best practices for teaching online
Managing your Online Course	<ul style="list-style-type: none"> • Create a comfortable and structured environment for learning • Design and communicate specific learning objectives • Foster collaboration skills and develop learning communities • Encourage and monitor peer interaction through discussions and/or group work • Maintain effective contact, provide individualized feedback • Curate resources for further learning • Incorporate active learning for formative assessment
Strategies for the Asynchronous Environment	<ul style="list-style-type: none"> • Establish an asynchronous course website as the home or “classroom” for students • Organize your course site from a student’s perspective (clear, easy to navigate) • Monitor the website for questions and update it frequently • Use the course site for communication and posting course materials and resources • Use announcements to set expectations for live synchronous sessions • Include opportunities for students to participate in self-assessment, polls, surveys, and assessments • Create short tutorials, audio messages, video or multimedia presentations for lectures or to convey material that is easy to access and understand
Strategies for the Synchronous Environment	<ul style="list-style-type: none"> • Plan for active student participation in live sessions, including the use of student reaction tools, microphones, chat window, polls, webcam, breakout rooms, etc. • Schedule synchronous meetings (or office hours) in order to answer questions, clarify concepts, and get feedback from students • Highlights questions, feedback, and/or examples of exemplary student work • Test technology ahead of time and communicate technological requirements for students to participate in live sessions
Evaluation and Grading	<ul style="list-style-type: none"> • Provide multiple opportunities and styles of formal and informal assessment • Communicate expectations of student work using detailed narratives, guidelines, examples, rubrics, etc. • Post grades and provide feedback through the learning management system
Accessibility	<ul style="list-style-type: none"> • Course content and materials must be made accessible to all students, including students with disabilities • Consider students with special needs when preparing your course site layout and organization • Be prepared to provide alternatives for students with special needs

¹Modified from the University of Pennsylvania, <https://canvas.upenn.edu/courses/1320001/pages/benefits-and-challenges-of-online-learning>.