

## Preparing to Teach Online

As you prepare to teach online in the next few days, here are some tips that can help you:

1. Develop a communication plan and share it with your students.
2. Share your adjusted syllabus and course schedule with them.
3. Tell your students which technology you chose to deliver your course (D2L, video conferencing, or email) and how they can access it.
4. Let them know how they can get technical support.
5. Set up your gradebook in D2L to keep student information safe.
6. Give your students information on how they can access and track their grades.
7. Remember to communicate with them weekly to decrease the sense of isolation.
8. Send them reminders of any upcoming assignment or test.