THE PRESENCE

Level Up Your Online Visibility!

Tips to Show Students You Are Still There, Even Asynchronously!

Did you move online quickly? Is your class now asynchronous?

Your students need assurance that their instructors remain present and engaged, especially in an asynchronous learning environment. Use the ideas below to demonstrate your continuing involvement in the class!

SHARE OUT

INTRODUCTIONS
Offer students a chance to share about themselves in an Introductions discussion board. For PRESENCE, share an introduction post about yourself, and respond to theirs. Avoid vague instructions to "introduce yourselves." Ask for specific information, such as which superpower they wish they had (and why), what advice they would give to a new college student, or what character from a movie or book best fits their personality.

REACH OUT

E-MAILS
After a few weeks of class, consider drafting an email that can be copied and pasted to send to each student individually (include their name in the greeting). Ask how they are doing in the class and if there is anything they need or wish you knew was going on with them right now. Be responsive to those who reply. Throughout the term, send special emails to struggling or non-participating students communicating your concern and asking if everything is OK. Be quickly responsive to any student emails or inquiries! Students may not have another way to reach you. Maintain a positive and supportive tone - even when the answer is in the syllabus!

SHOUT OUT

Send a short and specific email to a student who has done something exceptionally well. If you see something in the news that relates to course content, send it out to students or post in the News on D2L. This shows students that you are thinking about them and the class!

E-Mails
Discussions
Feedback

Give specific feedback to students on their submissions (rubrics can help with this). Use their names and be sure to highlight things done well, as well as what might need improvement. Be present in discussions so students see you value their importance. For some posts, point out good points from students. Also include questions to help guide thinking or push discussion forward.

CHECK IN

SURVEYS
Consider setting up a mid-semester survey requesting feedback. Ask questions that can help you responsively adapt the course, if needed and appropriate, for student success. Questions could be as simple as asking students to describe the Strengths of the course, Improvements suggested for the course, and Insights gained from the course. Importantly, report back to the class about feedback received, and adaptations that might result from it, and any reasoning why changes cannot be made.

STUDENT HOURS

Rebrand your office hours as "student hours" so they know that time is for you! Let this be a time they can check in with you and ask questions. Post a Zoom room with Waiting Room enabled to permit privacy. Shrink it if students are not present and work on other computer-based activities.

PROMPT

Early in the week, send a weekly reminder and update about what's coming up in your class for the week. If you notice several students lack a submission just before a deadline, consider a quick reminder then, too. We all need reminders - send them to students, too!

SHOW YOURSELF

STAY CHECKED IN
With more of their classes online than ever, students need to feel like they are still being noticed and actively taught. The best-planned online classes may not do this without regular indicators that you are present and engaged in their learning. Use the tips above and your own creative ideas to help students realize they can still learn well - and that you are helping them - in the online environment!

Nothing shows your presence and engagement more than your face! For any of the above suggestions, consider making a short, embedded video to establish presence with your students. In response to questions about the class or content (set up a Discussion board for this), perhaps shoot a short explanatory video. Also consider offering opportunities for small-group meetings on Zoom, where you can get to know students while they can be more comfortable not being the entire focus of your attention.

BROUGHT TO YOU BY:
Clemmer College Committee for Online Education