Best Practices and Expectations for Online Teaching at NAU

Achieving Excellence in Online Teaching and Learning

⟫ Best Practices for Online Pedagogy

1. Share your enthusiasm about your discipline and why the course content matters.

2. Build your online course using the NAU Course Shell.

3. Use the Course Development Checklist.

4. Structure active learning tasks for your students throughout the course.

5. Set deadlines according to your availability as well as when students are likely to have time for classwork.[1]

6. Consider a late-work policy.[1]

7. Help your students get off to a strong start by welcoming them to the course.

8. Create a discussion forum for introductions and an ice-breaker to foster community-building.[1]

9. Clearly state assignment criteria expectations and your turnaround time on grading student work.

10. Provide timely and meaningful feedback on student work.

11. Post an announcement at least once a week.

12. Include multiple forms of assessment, early and often.

13. If you assign online discussion, engage in them with your students.

14. If you assign online discussions, use a discussion rubric that clearly communicates expectations for discussion comments.

15. Provide content and guidance using a variety of formats and forms of instruction.

16. If you assign team projects, provide guidance on how to work as a team.

17. Consider strategic availability of course content and the deliberate, timed release of interactions and assessments.[1]

18. Encourage students to complete course evaluations.

1 Does not pertain to competency-based lessons.

Online Class Management

1. Complete Teaching Online @ NAU.

2. Follow university established course start and end dates.

3. Abide by the instruction mode for your online class as indicated in the Schedule of Classes.

4. Use NAU's syllabus template and follow the NAU syllabus policy, using the established syllabus of record for your course.

5. Help students easily see the course schedule at a glance.

6. Include a faculty bio in your course, with a photo (or a representative image) and relevant information about you.

7. Carefully review your course to ensure necessary content is available and visible before the first day of class.

8. Establish a regular schedule for when you will engage in class each week.

9. Use current technology that allows students to easily access course content and engaging in learning activities.

10. Use the online gradebook to track student progress in the course.

11. Respond in a timely way to student communications.

12. Monitor assignment submissions and remind students of missed and /or upcoming deadlines.

13. Contact inactive and struggling students using email, F2S, or Bb Learn.

14. Maintain the privacy of student grades and feedback according to FERPA regulations.

15. Notify your students and your department chair or lead faculty if you are unexpectedly unavailable for class for more than three consecutive days.

16. Delete or hide disrespectful or inappropriate student discussion posts.

17. Follow NAU policy regarding intellectual property (IP).

18. Abide by copyright legislation.

19. Submit final grades by the deadline established by the NAU Registrar's Office.

More information on the above items may be found in the

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A collaboration of
Faculty Advisory Committee for Online Teaching and Learning
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(formerly Vice Provost for Teaching, Learning Design, and Assessment)
Vice Provost and Dean of Online and Innovative Educational Initiatives
NAU Online