Online & Hybrid course design should include ample opportunities for Regular Effective Contact using a wide variety of communication tools.

**Facilitating Thoughtful Discussions**

A great discussion begins with a thoughtful question that encourages students to interact with one another, gain deeper understanding of specific learning outcome, and apply course material to their own lives & experiences.

**For the best student experience...**

**Encourage**
Set expectations for responses and comments to other students. Encourage participation early in the week (bonus point for replying by Tuesday, for instance).

**Follow**
Let students know you’re following the discussion. If you reserve individual comments for the gradebook, provide a capstone/summary post in the discussion itself.

**Grade**
Have a clear rubric for discussions so students know the expectations and know how and when you will participate in and grade the discussion.

**Videos Help Humanize Your Course**

Videos help students connect with you and display your presence and personality in your online course.

Consider an introductory video and/or weekly announcement videos. Record in our on-campus self-recording studio (MLC 210) or at home. Videos can be uploaded, stored and captioned at http://3cmediasolutions.org

ConferZoom provides a place for you to conduct video conferences and online office hours. http://conferzoom.org

De Anza’s Online Education Center offers workshops on effective use of video in Canvas. http://deanza.edu/online-ed/faculty/remoteinstruction

**Grading and Feedback**

Rubrics allow students to know exactly how they will be graded and how their assignment relates to their learning outcomes. A well-designed rubric will speed up the grading process for the instructor while providing meaningful feedback for the student.

Provide submission comments for students in SpeedGrader and respond when students make comments or ask questions. You can filter all of your submission comments in the Canvas Inbox/Email to make responding more time-efficient.

In SpeedGrader, you can record audio or video in the submission comment area. Hearing your voice and/or seeing your face will allow students to better connect with you and the material.

**ONLINE EDUCATION CENTER Recommendations**

Set interaction expectations in your syllabus; reiterate on your course home page or in modules.

Utilize regular announcements for weekly updates and summarizations, to offer encouragement, and to gather feedback.

Discussions are an opportunity for you to interact with students and for students to interact with each other. Use a rubric to set standards and expectations for discussions.

De Anza’s Online Education Center offers workshops in online pedagogy, video basics, rubrics, grading strategies, communication strategies and more!

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