Effective Online Lectures
A Checklist for Instructors

Things to keep in mind...
- Online courses cannot be taught the same as Face-to-Face courses
- Lectures are limited by time as well as technology
- There will be external forces that neither you nor your students can control

Before you get started, consider the approach you will have for your online course...

<table>
<thead>
<tr>
<th></th>
<th>Asynchronous</th>
<th>Synchronous</th>
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<tbody>
<tr>
<td><strong>When?</strong></td>
<td>• Reflecting on complex issues</td>
<td>• Discuss less complex issues</td>
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<td></td>
<td>• When synchronous meetings cannot be scheduled because of work, family or</td>
<td>• Getting acquainted</td>
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<td></td>
<td>other commitments</td>
<td>• Planning task</td>
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<td><strong>Why?</strong></td>
<td>• Students have more time to reflect because the sender does not expect an</td>
<td>• Students become more committed and motivated</td>
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<td>immediate answer</td>
<td>because a quick response is expected</td>
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<td><strong>How?</strong></td>
<td>• Use asynchronous means such as email, discussion boards, blogs, recorded</td>
<td>• Use synchronous means such as videoconferencing, Teams, chat and complement with personal one-on-one meetings</td>
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<td></td>
<td>lecture videos</td>
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<td><strong>Examples...</strong></td>
<td>• Students expected to reflect on a course topic and maintain blog journals</td>
<td>• Students expected to work in groups may be</td>
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<td>• Students critically assess their peers’ ideas through discussion board</td>
<td>advised to use Teams as support for getting to</td>
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<td>know one another, exchange ideas, and plan</td>
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<td></td>
<td></td>
<td>task</td>
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<td>• Instructor wants to present concepts from</td>
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<td>the literature in a simplified way by giving</td>
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<td>an online lecture using videoconferencing</td>
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Each course is different...
As an instructor it is important that you decide which course delivery method best aligns with your teaching style and desired outcomes. If you are unsure of the best method you can always reach out to the Center for Distance Education for further assistance.
Developing Your Lecture

Outline your talking points
Generate a script including any tools or features you intend to use

Over-communicate how the lecture component of your course will work
Make sure students know what is expected of them and how your lecture will be conducted, for example if you are using WebEx, share Netiquette guidelines such as keeping mic muted

Practice using the technology
Nothing is more frustrating that not knowing how to use a tool for you and the students. practice using the lecturing software ahead of time and share what you intend with students so they can prepare and download any needed software

Mix Media
Keep in mind that lectures don’t just have to be videos, you can also use text, images, articles and other forms of media (but do keep accessibility in mind)

Keep recorded lectures sweet and simple
The shorter the video the better, aim for videos between 7 to 11 minutes with no more than 3 videos on a single topic
This will also aid in load times to Canvas

Focus on difficult or extremely important topics
Scripts help cut down on “dead air”, also keep in mind that it may be easier to explain difficult topics across a video series than one long video

Use a chat moderator
If you have a TA or co-instructor for your course, see if they are available to moderate the chat questions

Sample Netiquette Guidelines

Avoid using ALL CAPS TO GET YOUR POINT ACROSS
Most readers register ALL CAPS as YELLING and it can be difficult to get your points across

Avoid sarcasm
The intentions of an online post can be difficult to understand, instead focus on using polite and direct communication

Avoid abusing the chat box
Use the chat box as a resource to ask questions, not to discuss the latest episode of Tiger King

Use proper grammar and spell check
Read your messages before you send them and proofread, it will save both you and the reader headache

Mics and Video
Avoid having a “busy” background in your video, instead try to find a solid wall. Keep your mic muted unless you are speaking

In Webex, use the “raise your hand” tool
If you have a question during lecture, please raise your hand or use the chat box. Please refrain from unmuting your mic and interrupting