



Tips for Online Instructors



1. It is important that you inform the Distance Learning Coordinator of the courses that you are teaching online each semester (for reporting purposes and) so that your course will be listed on the Distance Learning website. If you fail to do this, your course may not be available to you in WebCT. There're no forms to complete; just email your J-Number (which is your WebCT ID), course CRN number, and a copy of your syllabus to edelia.j.carthan@jsums.edu. Once your course is listed on the DL website, we will link your syllabus to your course for those students that may want to contact you or want to know more about the course.
2. All Distance Learning Courses should be identified as section 61 and indicated on the M-forms and in the course catalog. If you are teaching a hybrid course, use section number 60.
3. Research indicates that 20 students is the maximum enrollment number for an online course (not hybrid). While there's no minimum enrollment number for online courses (check with your dept.), the ideal enrollment number for an online course is 12.
4. Revise traditional course syllabus to reflect the change in course delivery, assignments, lectures, etc. Submit a new course syllabus (electronically) which reflects the latter. Please note that syllabi for online courses are more detailed than traditional syllabus. Your syllabus should be listed on your WebCT homepage. Here are a few tips for your online course syllabus:
 - a. It's a good ideal to save your Syllabus (and other important information) as PDF files. For free software and step-by-step directions, visit <http://www.jsums.edu/~dl/How2createdPDF.pdf>
 - b. List all hardware and software requirements in syllabi under Course Requirements.
 - c. Under Course Requirements, list: *Attend Orientation for Online Learners*;
 - d. Make sure you add an attendance policy that reflects an online course.
 - e. If synchronous chat sessions are required, please list those dates and times in the course syllabus.
 - f. Provide samples or resources for assigned readings and assignments.
 - g. Make your syllabus interactive. For example, provide a picture of the required text, links to free software or required readings. To view a sample syllabus, visit <http://www.jsums.edu/~dl/ETEC435Syllabus06.pdf>

Note: You can copy and paste most of this information and view samples at <http://www.jsums.edu/~dl/faculty.htm>
5. Your online course homepage should include:
 - a. the title of your course (at the top of your page);
 - b. an introduction to the course; for sample, visit
 - c. information about the instructor;
 - d. Syllabus, Discussion board, Assignments, Email, and Learning Modules

- e. a copyright statement at the bottom of your homepage. Example:
© 2006 Jackson State University. All Rights Reserved. If you are having technical difficulties with WebCT, contact the Distance Learning Coordinator at 601.979.1369.
6. [Include an icebreaker activity on the Discussion Board](#). This help students feel apart of the online learning community and it help them connect with their classmates.
7. [Have students fill out this interactive Verification of Enrollment form and upload this form as their first assignment](#). Note: This new form has been approved for online students.
8. [Visit http://www.webct.com/exemplary](http://www.webct.com/exemplary) for examples and sample courses. You may get ideals to improve your online course by viewing other online courses.

