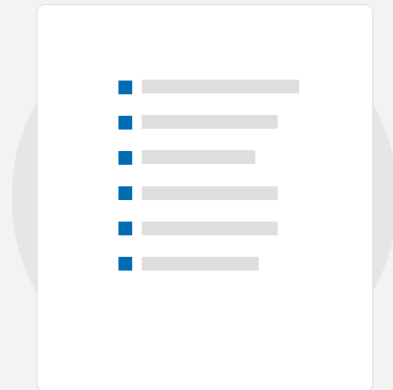# The Online Teacher

Traits of a successful online teacher

Visible:

☐ 1. Makes regular announcements

☐ 2. Posts disscussion questions & facilitates conversations

☐ 3. Hosts weekly synchronous sessions

☐ 4. Provides timely feedback on student work

☐ 5. Supports learners with regular virtual "office hours"

☐ 6. Communicates objectives and expectations

Organized:

☐ 7. Provides explicit directions and clear due dates

☐ 8. Updates the class calendar

☐ 9. Sets up the class LMS so it is easy to navigate

☐ 10. Makes sure course information and resources are easy to find

Caring:

☐ 11. Attempts to get to know learners as indivisuals

☐ 12. Makes the necessary adjustments and accomodations

- [ ] 14. Responds to students emails and messages in a timely manner

- [ ] 13. Dedicates time to checking in with students

- [ ] 15. Monitors and tracks indivisual student progress

Analytical:

- [ ] 16. Collects formative assessment data to guide instruction

- [ ] 17. Provides scaffolds to support students who are struggling

- [ ] 18. Asks students for feedback on the course

- [ ] 19. Makes adjustments to the course to continually improve it

Leader by Example:

- [ ] 20. Models how to communicate effectively online when sending emails and posting comments in online discussions

- [ ] 21. Uses synchronous sessions as an opportunity to demonstrate best practices for engaging in video conferencing sessions

- [ ] 22. Demonstrates the importance of feedback by asking for it