

PowerPoint Slides

What Are the Communication 'Musts' in an Online Class?

Presented by:

Jill Schiefelbein





Presenter Bio:

Over the past eight years, Jill has taken, taught and developed online courses. At Arizona State University, she worked in multiple capacities of online administration, including serving as the Director of Online Programs for ASU's College of Liberal Arts and Sciences, where she developed the office of online programs and grew it into an organization with hundreds of online course offerings across dozens of academic units. Currently, Jill is the owner and guru of Impromptu Guru, a company focused on helping individuals and groups improve communication in both face-to-face and online environments.



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What Are the Communication 'Musis' in an Online Course?



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Our Agenda

A step-by-step guide to effective communication in online classes.



One cannot not communicate

4

Five steps to establish communication credibility

5

1. Instructor introduction and course expectation videos

6

1. The instructor introduction

- Introduce yourself
- Creative credentials
- Give personality

7

1. The course expectations

- Set-up for success
- Communication policies
- Time usage
- Late policies
- Grading notes

8

2. Hallway conversations

9

2. Hallway conversations

- Replicates the “out of class” environment
- General questions about course
- Refer to others' posts for answers
- Students answer students

Used at and written by ASU Online

10

3. Voice announcements aka housekeeping

11

3. Voice announcements aka housekeeping

- About the week (or unit)
- About the content
- Due dates
- Personal message
- Observations

12

4. Quarterly check-ins

13

4. Quarterly check-ins

- Current grade
- Encouragement
- Grading scale
- Points remaining
- Feedback opportunity

14

5. Genuine connection

15

**We'd like to know what
you think!**

Our evaluation form is located here:
<https://www.surveymonkey.com/s/musts>


