



Pre-Planning for Fully-Online Instruction

Introduction

Fully-online instruction requires instructors to accomplish some work with students (i.e., contacting them by email or phone to make sure communication channels are open) prior to the class actually beginning, in order to make sure that when class starts in earnest all of the usually taken-for-granted preconditions (i.e., students knowing how to find their classroom!) are in place.



Things that may be implicit in face-to-face or blended-model instruction (i.e., it is implied that students know where and how to purchase textbooks) need to be made explicit in fully-online environments

Pre-Planning: Top 10 Questions

1. How will students know how to login to your course?
2. How will students know how your course is organized?
3. How will students find out the technical requirements for taking your course?
4. Where will students go for technical assistance?
5. How will students meet and greet you and their peers, and establish a sense of community?
6. Will you be able to hold a face-to-face orientation meeting, or some other instance(s) of face-to-face contact?
7. How many students will be taking your class?
8. What backgrounds will your students bring with them (i.e., relative experience with your discipline, technical skills and access to technology/internet, cultural background, etc.)?
9. Do you have copyright clearance for all your content?
10. Do you expect to have a disabled learner in your class (and how will you find out if you aren't sure)?



If you do not have answers to the above questions, beware!