Online Learning   
Some tips to Keep in Mind!

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| DOs | DON’Ts |
| -Have clear expectations  -Use bullets/numbers/tables in directions  -Use visuals  -Use captions and alt tags  -Use a variety of tools to engage students  -Limit videos “chunks” of **9 minutes or less**  -Test content across devices  - Have an online Q & A forum  - Link students to “get help” | -expect students to know how to use a tool---provide or link step by step instructions  -overwhelm students---or yourself---with too many new tools at once  -focus on technology. The learning objective should always be the focus.  - use a tool that is overly complicated for students (or you) to learn.  - receive word via email.  - be the tech help. |