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.  |