

## Distance Learning: Best Practices

- I. Learner Support
  - a. Best Practice 1: Course Orientation
    - i. Course Requirements
    - ii. Course Navigation
    - iii. Development Strategy
  - b. Best Practice 2: Instructor Information
    - i. Biographical Information
    - ii. Teaching Philosophy
    - iii. Personal Tastes
  - c. Best Practice 3: Institution Policies and Services
  - d. Best Practice 4: Technology Overview
  - e. Best Practice 5: Student Feedback
    - i. Instructor Reply Information
    - ii. Online Office Hours
    - iii. Multiple Feedback Mechanisms
  - f. Best Practice 6: Accessibility
- II. Course Design
  - a. Best Practice 7: Course Objectives
  - b. Best Practice 8: Ease of Navigation
    - i. Directly Link to Items
    - ii. Items in Multiple Places
    - iii. Logical Naming
  - c. Best Practice 9: Use of Technology
    - i. Multimedia
    - ii. Interactive Technologies
    - iii. New Pedagogies
  - d. Best Practice 10: Standard File Formats
  - e. Best Practice 11: Aesthetic Appeal
    - i. Complimentary Colors
    - ii. Banners and buttons
    - iii. Descriptive Text
    - iv. Images
  - f. Best Practice 12: Multiple Learning Styles
    - i. Visual
    - ii. Audio
    - iii. Reading/Textual
    - iv. Kinesthetic
  - g. Best Practice 13: Personalized Instruction
    - i. Supplemental Material
    - ii. Remedial Material

- iii. Advance Topics
- III. Interaction and Collaboration
  - a. Best Practice 14: Communication Strategies
    - i. Asynchronous
    - ii. Synchronous
    - iii. Frequency
    - iv. Duration
  - b. Best Practice 15: Develop a Learning Community
    - i. Icebreakers
    - ii. In-Depth Discussions
    - iii. Group work
    - iv. Peer Review
  - c. Best Practice 16: Explain Interaction Logistics
    - i. Netiquette
    - ii. Discussion
    - iii. Requirements
    - iv. Good/Bad Examples
- IV. Assessment
  - a. Best Practice 17: Assessment Design/Creation
    - i. Match Objectives
    - ii. Multiple Forms
    - iii. Test Higher Levels of Thinking
  - b. Best Practice 18: List Expectations
  - c. Best Practice 19: Use Self-Assessments
- V. Presentation by Mark Gale, Ph.D.