

Advice for Designing Online Instruction

Try It	Avoid It
Establishing and following course objectives	Designing as you go
Keeping tutorials short	Trying to put everything in one tutorial
Keeping text to a minimum	Overusing text
Using smart graphics	Using images that are purely decorative
Including audio	Overusing PowerPoint
Using provocative discussion questions	Making assignments the discussion questions
Including self-assessments	Depending only on quizzes for students' assessment
Participating in discussions	Assuming students will participate in discussions on their own
Grading discussions	Having optional discussions
Writing clear directions	Assuming students will know what to do
Paying close attention to course navigation	Over-dependence on the navigation in the CMS
Responding to students promptly	Assuming that students do not need immediate feedback
Listening to feedback	Ever thinking you're "done"
Preparing for a significant time commitment	Assuming teaching will be less work because it's online

Recommended Readings:

- Armstrong, A., & Georgas, H. (2006). Using interactive technology to teach information literacy concepts to undergraduate students. *Reference Services Review*, 34(4), 491-497. Retrieved March 11, 2009, doi:10.1108/00907320610716396.
- Bianco, C. (2005). Online Tutorials: Tips from the literature. *Library Philosophy & Practice*, 8(1), 1-6. Retrieved August 2, 2008, from Library, Information Science & Technology Abstracts database.
- Chickering, A.W. & Ehrmann, S.C.(1996). Implementing the seven principles: Technology as lever. Retrieved August 29, 2008 from <http://www.tltgroup.org/programs/seven.html>
- Dewald, N. (1999). Transporting good library instruction practices into the web environment: An analysis of online tutorials. *Journal of Academic Librarianship*, 25(1), 26. Retrieved June 29, 2008, from Academic Search Complete database.
- Henry, J. & Meadows, J. (2008). An absolutely riveting online course: Nine principles for excellence in web-based teaching. *Canadian Journal of Learning and Technology*, 34(1) Winter. Retrieved February 24, 2009 from <http://www.cjlt.ca/index.php/cjlt>.
- Rovai, A. P. (2003). Strategies for grading online discussions: Effects on discussions and classroom community in Internet-based university courses. *Journal of Computing in Higher Education*, 15(1) 89-107.
- Rovai, A. P. (2007). Facilitating online discussions effectively. *Internet & Higher Education*, 10(1), 77-88. Retrieved March 1, 2009, doi:10.1016/j.iheduc.2006.10.001.

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