

## Create an Online Orientation Video

Create a video that takes your students on a tour of your course. The following are helpful items to include:

- Preparing for online learning
- Directions on navigating your online course
- Weekly communication expectations

### **Preparing for Online Learning**

Since some students may have little experience with online courses, provide a list of proven suggestions, such as creating a plan that includes a weekly schedule of where to work, when to work, and the tools and technology students will need. (See ACUE's additional resources for a handout you can share with your students to help them prepare for online learning.)

### **Directions on Navigating Your Online Course**

Record a brief introductory video, narrating as you navigate through the key elements of your course, including important tools such as the gradebook, instructor contact information, the course syllabus, supplementary materials, assignment uploading tools, and where to go for technical assistance.

### **Weekly Communication Expectations**

Describe the weekly patterns that students should follow to be successful in your course—for example, "Each Monday, you will receive the recorded microlecture and quiz. Each Wednesday, you should participate in the online discussion. Every other Friday, you should submit your reflection paper." Let students know where in the course they can find the weekly schedule.