

Online instructors of en report that one of the most challenging aspects of teaching online is student procrast nat on. When students do not have to be at a physical locat on, they can somet mes feel disconnected and inevitably fall behind ("out of sight out of mind"). There are however a few simple strategies and tools we can employ to prevent student procrast nat on and increase interact on with your students.

In our tradit onal courses, we met culously plan our lectures, assessments, and learning act vit es. However, within an online course, a **communicat on plan** is also crit cally important to ensure connect vity. An effect ve communicat on plan does not have to be too elaborate and can be an effect ve tool to combat student procrast nat on. It should chart out your frequency of outreach, the mode (communicat on tool), and the purpose of each message. Here's an example:

First Day of the Semester

- Post a welcome announcement direct ng students to the syllabus and first module.
- Remind them of required first day at endance discussion post due date.

First Week

- Facilitate f rst day at endance virtual "ice breaker" discussion.
- Send a reminder of the first day at endance discussion post (using Message students) to those who have not posted 24hr and 12hr prior to due date.

Every Week

- Every Monday morning post an announcement and send a reminder (using Canvas) about the weekly module, what is due, and the overall expectat ons
- Host a weekly online of ce hour using Microsof Teams.

Semester Milestones (Fall or Spring)

- 4th Week Performance Report Send out "performance reports" to all students in the course. Using the New Analyt cs grade messenger, you can customize your message for A/B students, C students, and D/F students. So, for example, you may require poor performers (D/F) to meet with you in the next online of ce hour session.
- 8th Week Mid-Point Semester Feedback Send out survey to students elicit ng their thoughts on the course and their performance to date.
- 12th Week Performance Report Send out "performance reports" to all students in the course.

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This is just an example, and your communicat on plan may look diferent. When developing your plan consider signif cant events (milestones) throughout the semester along with any weekly and/or monthly outreach points.

The Canvas New Analytics tool provides you with a quick overview of your students' progress and a visual breakdown of their page views and part cipat on act vity within the course.

You can dive deeper and view the students' individual act vity. These data are helpful in examining the students' overall course act vity. Directly from the interface, you can also use the Message students tool to send unique messages to students based on their performance (grade range).





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