

## A list of DOs and DON'Ts

# ON-LINE TEACHING IN TIMES OF EPIDEMICS

## Methodological notes for college & university teachers

### 1 DO Set rules

Think carefully about the on-line instruction, and inform all of the students. It's preferable to first speak at the institution level, and then contact the students with one-off instructions. Don't solve the teaching on a day-by-day basis, but rather think up a programme for a month ahead.

### 2 DON'T complicate the situation by using difficult tools

Don't try to invent too innovative ways of teaching, rather use systems that students already know, and with which they will have minimal technical problems. If a student doesn't have sufficient access to the technologies you have chosen for the study group, solve their problems individually, and with understanding.

### 3 DON'T raise student stress levels

Don't overwhelm the students with extra requirements and tasks. Don't give tasks that are more time-consuming than attending full-time classes. Give students a choice of some of the wider assortment of tasks. Don't assign tasks for groups. It may be more difficult for students to contact each other during this period.

### 4 DON'T overload students with materials

Don't provide students with a large amount of materials, literature, and references in which they will drown. Concentrate your energy on carefully selecting the best materials, commenting on them, and providing the students with brief instructions on how to work with the materials.

### 5 DON'T replace lectures with 1:1 webinars

Synchronous on-line learning is very demanding for both teacher implementation and student attention. Use them only as a supplement to controlled self-study. Organize fewer, shorter, online meetings than the number of full-time lectures.

### 6 DO stay in contact with your students

Provide students with your contact details, and offer them a possible method of communication (e-mail, business phone, communication via LMS systems, social networks). It isn't necessary to provide all communication options and unlimited time. Select only some, and list your on-line consultation hours. Don't contact students too often.

### 7 DO co-operate with your colleagues

Continuously share not only within departments, but also at the level of study programmes, how the teaching in individual subjects is solved. Look at each assignment and the sent text as a student who will encounter varied instructions and requests from all teachers.

### 8 DON'T be too strict

You don't know what health, personal, and even family problems can be encountered by students at this time. Be more benevolent in meeting deadlines and ways of communicating with students (e.g., respond to students, even if they don't use a university email account themselves).

### 9 DON'T sit at the computer non-stop

Don't feel like you're forced to spend hours at the computer every day. Don't forget your own rest requirements, and those of your students. Reduce the load to the minimum necessary.

### 10 DO be consistent

If possible, stick to the same style, time, and method of assigning tasks and communicating with students over time.

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