



Creating Social Presence in Your Online Course Checklist

Directions: Review your online course using the following tips on how to enhance your social presence in your course.

1. Make introductory contact.

- Add photo and audio welcome message.
- Send welcome letter/email prior to start of class.
- Publicize office hours.
- Respond to each student's introduction.

2. Project your personality and encourage students to do the same.

- Share experiences, which everyone can relate to.
- Express emotions through language, emoticons, and graphics.
- Inject humor, when appropriate.

3. Respond to all communication in a timely manner.

- Acknowledge receipt of student emails, assignments, etc within 24-48 hours.
- Grade and provide feedback on exams and assignments within one week.

4. Follow good practices for good communication.

- Use language students understand.
- Compliment and express appreciation.
- Quote others' messages when responding.
- Avoid text font, styles, size, and color that suggest shouting, impatience, or anger.
- Start and end with something positive.
- Be sensitive to cultural differences.
- Follow rules of Netiquette.
- Address students by their names.

5. Maintain active involvement in the course throughout the semester.

- Be available and responsive to students 5 days per week.
- Make regular, proactive contact with a weekly email or announcement to class.
- Participate in discussion forums.
- Provide an "Open Forum" and check regularly.
- Clarify or refocus when necessary.
- Deal promptly with disruptive students to restore order or defuse (mediate) a situation.