GIVE YOURSELF A BEATHING ROOM

• Give yourself a chance to mull it over before making your contents visible to students. When using Blackboard, don’t submit your content right away; use the “make available” feature to post in an hour or the next day! Look at it again before posting.

• Exercise flexibility. Right now, students and instructors alike are rapidly making adjustments and at different levels of proficiency. It is okay to make equitable adjustments as you go.

• Work within your means of technological sophistication - For example, if video conferencing is driving you crazy, it is likely impacting your pedagogy. Start small. Implement a few techniques within your means. Add more as you gain comfort.

• Be receptive to learning from your students. This not only increases your technological sophistication, but empowers your students while increasing their engagement.

• Allow students to go ahead of the schedule if they can. Given the fluctuating situations, let (even encourage?) students do asynchronous assignments ahead of time if they can. We do not know what will happen to them 4 weeks later. They should do what they can when they can.

• Find ways to balance your time commitment. Make Discussion Boards run within a 48-72 hour window rather than all throughout the week (You should include a weekend day in this window to accommodate workers). This way, you can avoid having to monitor all seven days.

• Combine simple grading with a rubric with some personalized written comments to strike a balance between time management and personal feedback.

• Always be mindful of the K.I.S.S. model – Keep It Simple Stupid.