



# Spring 2023 Online Instructor Meeting

# “Agenda”

- Intros
- Department Policies/Reminders
- Online Teaching Tips
- Open Discussion Time

# Non-Attendance Drops

The SOC Class Notes state:

Students who do not enroll in the online homework system during the first week of classes may be administratively dropped from the course. Students who add after the first day of classes may have missed class sessions/assigned work, counted against their attendance/grade for this course. The last day to add, or change sections of, any Mathematical Sciences Department class is a full week \*before\* the UWM add deadline. Students wishing to add or change sections after this date must email [math-appeals@uwm.edu](mailto:math-appeals@uwm.edu) from their UWM email address, and include: their UWM student ID number, the course and section number they wish to add, a rationale for why they must add late and a commitment to catch up on the work they missed.

Prompt non-attendance drops are important for enrollment, so please contact your non-attenders early!

# Non-Attendance Drops

Dan suggests that he gives them a list of things to do before you drop them. Let them know in advance of the semester

# Expectations

- Abide by the course expectations of your Course Coordinator
- Frequently communicate with students. Consider setting a regular schedule of communications (e.g. every 2 weeks you are looking at the progress of each student and communicating with them individually)
- Please have videos available for students as learning tools. Most students have a hard time learning by simply reading notes or slides. If your course has an online homework system, it's likely the platform has embedded videos already. Please direct your students to the appropriate videos.
  - The department has doc-cams if you need them
  - If you are new to teaching the course, those who have taught before might have videos they are willing to share
- Keep Canvas user-friendly! Check the "Student View" often. Consider asking a fellow instructor to review your Canvas site for usability and clarity.

# Expectations - Exams

- For an asynchronous class, offer a few time slots for taking exams. Please consider offering an evening and/or weekend slot for those who work.
  - Synch online: Is everyone able to proctor all their students in one Zoom session?
  - You are allowed to offer an OPTIONAL f2f exam on campus, but you cannot require students to take a f2f exam
- Set expectations for exams early
  - Asynchronous: Consider having an exam sign-up and then using tools like Outlook calendar or batch emails to remind students of the time they committed to take the exam
    - Dan Hackbarth offers a nugget of extra credit for signing up on time.
    - Dan suggests that exam planning needs to be done in advance. Communication is easier when you're not in a rush
  - Use clear words for what is and is not allowed on the exam.
- Assume ignorance rather than something deliberate. Conscientious communications
- The exam process can be confusing to students. Please be clear on how they can sign up, how early they need to arrive, how/when you will check IDs, what items they are and aren't allowed to have with them, and where they access and submit the exam
  - Consider running a practice (fake) exam session for anyone in advance of your first exam
  - It's a good practice to check your list of who was in your Zoom session versus who uploaded an exam
- For suspected academic misconduct please follow the procedures listed with the Dean of Students office:  
<https://uwm.edu/deanofstudents/academic-misconduct-2/>

# Online Teaching Tips!

- Craig: In the online community you have the opportunity to have the pause and try something before moving on and jumping into a solution
- Jill: For my asynch class, I actually record 5 minute videos and post them on canvas on Mondays overly-cheerfully saying "Here's what to do this week!"
- Ludmila: for my asynch class in the last semester, I recorded exams' review sessions. Many students shared their positive comments regarding that. So, I am planning to use it in this semester also! :)