



Advice to those about to teach online because of the coronavirus

Dr. Tony Bates is the author of eleven books in the field of online learning and distance education. Below are highlights from his [March 9, 2020 article](#) offering recommendations for lectures and students support.

Lectures and management

1. Get organized and begin to prep
2. Avoid long lectures – no more than 20 minutes; or break into 15-minute chunks
3. Build in short exercises
4. Set up online discussion forums with a question
5. Give students enough time to do other learning activities
6. Watch student workload by asking yourself these questions: how should students use this XX amount of time if they are studying online? How much of that time should be through a lecture? How much could they do themselves? How can I make sure they connect with other students, so they don't feel socially isolated?

Student support

1. Let students know when you are lecturing and what work they need to do before or after
2. Send url to students by email, which they can click and connect (have them download app to their home computer)
3. Let students know when assignments are due and how to submit them online
4. Suggest students use a headset and switch off camera if having bandwidth problems