

Transparency

Clarify course expectations, supports, and intentions

Make explicit the intentionality behind the learning environment and how all students can successfully navigate it.

ARTICULATE EXPECTATIONS

Articulate your expectations for **how students should participate** in the course and its community.

FOLLOW A SCHEDULE

Predictable course structures (week to week) and activities (day to day) help to **manage the cognitive load** for students & instructors.

USE A RUBRIC

Clarify **what constitutes a 'successful' or 'credit-earning' performance** in the course and on each assignment with a rubric.

SET CLEAR DUE DATES

Set clear due dates for any asynchronous online course elements, **particularly discussion assignments** in which students are relying on one another to engage.

Utilizing UVACollab



ORGANIZE INFO

Include a week-by-week schedule of course activities, materials, and key assessment due dates, easily accessible on UVACollab. The **'Lessons'** tool can be a helpful place to organize this information.



LINK SYLLABUS

Your syllabus and assignment schedule shape students' understanding of the course trajectory. Link your syllabus from your **'Course Overview'** section of Collab. Preview the site using **'Student View'** option.



USEFUL TOOLS:

[Inclusive Virtual Teaching at UVA](#)
[Overview](#)
[Lessons](#)
[Student View](#)

COLLAB TOOLS

Learning Design & Technology

COLLEGE and GRADUATE SCHOOL of ARTS & SCIENCES