



# Help! How do I manage my large course online?



## Managing Student Inquiries

Large classes create a high volume of student inquiries that require a significant time investment from faculty to manage. Using a Q&A forum can ease this burden.

- Create a Q&A Forum for Students to Share Their Questions
- Post Responses to Student Email Inquiries, Where Appropriate
- Use Announcements to Direct Students to Relevant Questions in the Forum
- Allow Students Time to Respond to One Another in the Forum (but Monitor Responses for Accuracy)

## Managing Activities Online

Managing student interaction can be difficult with a geographically dispersed student body. Your Learning Management System has tools that can help.

- Use Group Settings on Assignments to Facilitate the Submission and Grading of Group Work
- Use Group Settings on Discussions to Break Large Sections into More Manageable Groups for Discussion
- Students Can Share Discussion with Small “Home Groups” and Post a Single Group Summary to the Full-Class Discussion Board

## Managing Live Sessions

A large volume of participants can create technical and logistical difficulties for students and pose additional hurdles for faculty in keeping students engaged. Technical and classroom management tips can make sessions run smoothly.



### Classroom Management

- Identify a Teaching Assistant to Help Monitor Questions in Chat and Raised Hands
- Introduce Yourself and Solicit Greetings from the Class through Chat
- Introduce the Tools You Will Use at the Outset of the Class
- Share Two or Three House Rules at the Start of Class



### Technical Tips

- Disable Participant Web Cameras and Microphones
- Direct Students to Use “Nonverbal Feedback” Functions (e.g., “Raise Hand” in Zoom)
- Direct Students to Enter Questions via Chat



### Tools for Creating Student Engagement

- Use Online Polls to Check Student Knowledge and Gather Feedback
- Use Break-Out Rooms to Facilitate Small Group Discussion and Collaboration