

Appendix B: Tips for Teaching Distance or Blended Learning

Tips for Teaching Distance or Blended Learning

Below are some tips for distance teaching with adult learners.

1. Be prepared.

- Know your materials.
- Study the online procedures as a student. Register and learn!
- Prepare a method of recording information.

2. Be patient, firm, and flexible.

- Students will need to learn the following things, all at once, all online!

| Reading | History | Testing | Navigating | Organization |
|----------|---------|----------|------------|-----------------|
| Math | Science | Internet | Typing | Communicating |
| Spelling | Grammar | Websites | E-mail | Self-motivation |

3. Try to really understand the learner's reasons for studying online.

4. Don't judge a person by their writing in an email or text message.

5. Develop an online persona.

- Personality: Match their speed, expectations, and rhythm.
- Sense of humor: Remember that humor can be difficult to interpret without seeing facial expression and body language and knowing the person well.
- Sixth sense: What do they mean by that?
- Educational presence: Be a resource for the learners' questions.

6. Respond quickly and frequently.

- Response time: What can students expect from you? One or two business days? Consider

texting students for quick check-ins or to schedule a meeting time.

- Form letters and emails: Use BCC to send updates to multiple students at once.
- Form answers or an FAQ page: Provide help resources for frequent content questions and technology problems.

7. Respond appropriately.

- Watch terms and expressions.
- Never promise something you cannot deliver.
- Protect anonymity.
- Do not take it personally.
- Keep responses nonpolitical, nonreligious, and nonjudgmental.

8. Collect necessary information.

- Send a warm welcome email or video introduction immediately, asking about their current situation, educational background, goals, email address, and computer experience.
- Send Friday Progress Reports that they can just check and email back.
- Use multiple-recipient emails with discretion. Students prefer their anonymity. Send each email separately or use BCC, unless they know they are part of a class.
- Keep a file of individual email correspondence for quick reference.

9. Motivate and encourage.

- Offer certificates for completed sections.
- Send praise, ecards, congratulations, digital badges.
- Ask opinions.
- Ask for help.
- Stay on top of regional happenings to mention in your correspondence.

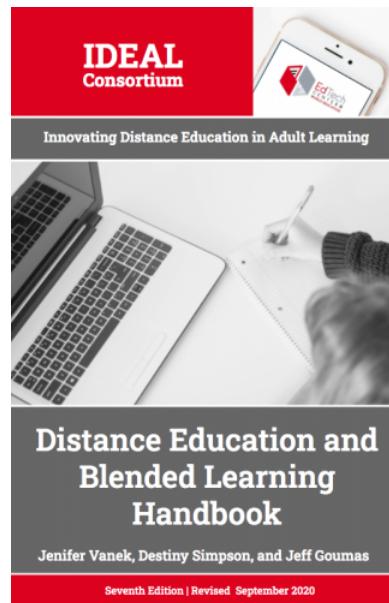
10. Handle duplicate responses.

- Create a website, community, or Word/email document for posting and sending resources, references, duplicate questions, and website problems that affect everyone.

11. Set educational expectations.

- Response Time: Set expectations for teacher and student responses.
- Work in grammar and spelling gradually.
- Continually challenge.
- Use Open Educational Resources (OERs).
- Ask about classes in the students' areas, and offer to find an organization near them.
- Remind students often about their goals and progress towards reaching them.

12. Keep yourself motivated, energized, and enthused!



Consortium, I. (2020). *IDEAL Distance Education and Blended Learning Handbook*. EdTech Books. Retrieved from https://edtechbooks.org/ideal_dl_handbook



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