

# WHAT WORKS WELL

## ONLINE STUDENT AND INSTRUCTOR ROLES

This infographic summarizes what you can expect of your online instructors as well as what your instructors expect of you as an online learner



### STUDENT ROLE

### INSTRUCTOR ROLE



#### COMMUNICATION



Check **Course Details page** for course requirements before you register



Complete **Course Details page** before student registration



Check your **MyPCC email** regularly



Clearly communicate course objectives, deadlines, and expectations



**NOTE:** Your instructors expect you to read and act on the information sent to you



Be patient, it takes time for your instructor to respond to emails and grade assignments



Respond to student communications within **48 hours**



Practice **netiquette**, communicate effectively via MyPCC email, discussion boards, and chat



Available via email, phone, or other tools



Contact your instructor (or the **Student Help Desk**) when you need help



Provide timely feedback on assignments, exams, and course performance

#### ENGAGEMENT



**Log into D2L Brightspace** and check Announcements several times a week



Actively engage with students using course discussions, chat, group work, or other tools



"Attend" courses regularly and be actively engaged



**NOTE:** Your instructor can mark you as a "no show" if you **DO NOT** participate in your class during the first week, which will automatically remove you from the course

#### TECHNOLOGY



Have regular access to a computer that meets **minimum requirements**



Use **D2L Brightspace** and supported tools to deliver course content



Have basic computer skills



Provide basic support to students

#### TIME MANAGEMENT

#### SUPPORT



Manage your time well; keep up with assignments, discussions, and exams



Provide and direct students to **academic and student support services** that will support their success at PCC

#### INSTRUCTIONAL POLICIES AND PROCEDURES



Review your syllabus for course information and policies



Include institutional policies and practices in course syllabi and other student communications



Be honest; **plagiarism** and cheating are not tolerated in any online course



Provide online course content that is **accessible** to all students



Request **accommodation**, if needed