

Keeping in mind the tips from the previous page, use this checklist to develop effective online lectures!

- Outline your talking points. Generate a script including any tools or features you intend to use.

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- Communicate with your students how the lecture component of your course will work including any software they will need to be able to participate.

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- Practice using the technology ahead of time and ask students to as well.

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- Mix media. Keep in mind that lectures don't just have to be videos. You can also use text, images, articles, and other forms of media.

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- Keep recorded lectures short. Aim for videos between 7 to 11 minutes with no more than 3 videos on a single topic.

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- Focus on difficult or extremely important topics. Keep in mind that it may be easier to explain difficult topics across a video series than with one long video.

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- Use a chat moderator. This could be a TA or a co-instructor for your course. You could also assign students to be moderators for specific topics.

