

## The Administration Advantage

The online environment can help simplify unit administration in a variety of ways.

### Some Tips:

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- ❖ **Make course information available online.**
  - ◆ Put copies of printed materials online for students to download if they have lost or not received printed materials, e.g., course notes, unit outlines, worksheets.
  - ◆ Put the latest information up on the home page, e.g., about topical events, assessments, exams.
  
- ❖ **Block in the time when you will be handling email and discussion board postings.**
  - ◆ Let students know when you are available 'electronically' and stick to those times.
  - ◆ Send notices to students through email - use a unit list.
  - ◆ Don't overload yourself with responses to students' electronic tasks (e.g., email, discussion board tasks).
  
- ❖ **Encourage the students to help each other.**
  - ◆ Encourage students to post their questions to the discussion board so that you can answer the question once for everyone.
  - ◆ Set up a 'Frequently Asked Questions' (FAQs) board and direct students to it whenever possible.
  - ◆ Encourage students to communicate clearly (See BOB sheet 'Saying it Clearly').