

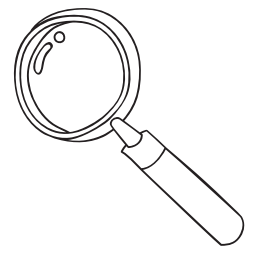
Student and Stakeholder Communication




Tips for Indirect Communication in Online Environments

TEXT

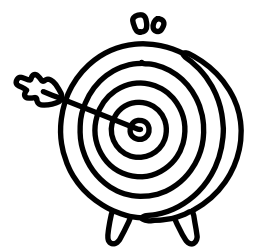
Teachers communicate in writing often when facilitating blended and online learning. It is essential to proofread written communication and instructional materials prior to sharing them with students and families.




 Do I proofread my written communication and instructional materials to **avoid errors and miscommunications** before I share them?

LANGUAGE

Using clear and concise language increases students' efficiency. Consider using visual tools, such as tables and charts, to convey information more clearly.




 In what ways can my online content (directions, announcements, rubrics, etc.) be **decluttered** or **simplified** to promote students' efficiency?

PRESENTATION

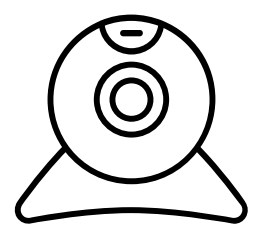
One's personal presentation is a form of communication. By dressing professionally, teachers convey a message to students that learning in online environments is as important as learning in face-to-face environments.




 How can I support the importance of learning in online environments by **modeling professionalism** through my personal presentation?

ENVIRONMENT

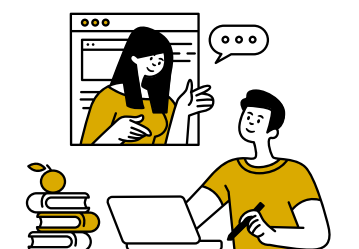
Adjusting camera angles ensures students have an appropriate view of the teacher's environment. Consider choosing a small and quiet room to reduce echo and noise distractions. Be careful to avoid bright backlighting by sitting against a wall or dark curtain.




 What does my **visible environment**, during video conferencing or through recorded video, convey to my students?

AVAILABILITY

Students may feel isolated when learning in online environments. It is important for teachers to support students' academic and social-emotional needs. Hosting regular virtual office hours provides an opportunity for students to ask questions or seek help.



 How often should I host virtual office hours, and how might I structure them to **encourage students** to ask questions or share their needs?

References:

Anderson, M. (2020, March 20). *Communicating with Students Effectively During Online Learning*. <https://www.ascd.org/blogs/communicating-with-students-effectively-during-online-learning>

Hooker, C. (2020, May 07). *Remote Learning Communication: How to Best Connect with Students*. <https://www.techlearning.com/how-to/remote-learning-communication-how-to-best-connect-with-students>