

## Hanover College Faculty Online Teaching Competencies

### Are you interested in teaching online?

Pedagogical Competencies of online and in-person teaching	<i>Do you currently...</i>		
	Create a syllabus with policies, deadlines, grading information?	Communicate expectations about student course behavior and performance, goals, and learning objectives?	Monitor and comply with FERPA guidelines and institutional academic integrity policies ?
	Provide regular grade feedback and respond to student inquiries in a timely manner?	Revise course content and instructional practices based on student feedback?	Promote a learning environment that is mutually respectful, sensitive to differences and diverse learners?
If you can answer “yes” to all of the questions above, then you’re ready to move on to the next step!			
Technical and Administrative competencies of online learning	<i>Do you currently...</i>		
	Know how to manipulate documents, organize file folders, and work with multiple windows and types of technology?	Log in and regularly utilize the learning management system (i.e., Moodle)?	Set up and manage student grades on the learning management system?
	Manage the course roster, create new assignments, folders, and utilize the tools needed to assess student learning (i.e. assignments, quizzes, exams) on the learning management system?	Manage student assignment submissions and give assignment feedback using the learning management system?	Communicate regularly using technology with students (including email, discussion forums, announcements as needed)?
If you can answer “yes” to all of the questions above, then you’re ready to develop an online course!			
	<i>Some questions to consider before you begin...</i>		
	What course(s) that I teach will be attractive to and appropriate for online learners? How, if at all, does offering an online course change my department’s needs and goals?	How will the format, course content, interactivity, and assessment of learning differ in online versus in-person classes?	How can I create an online environment that favors rigor, interactivity, and best teaching practices in online learning?

Competencies developed through feedback from Hanover College online instructors and [these selected resources](#).

If you’re interested in teaching online or would like to ask questions about online classes, contact Valerie Young.