



## Kenmore Staff Development Center Suggestions for Instructors Who Offer Online Workshops

### Before the Class Begins

- Reach out to participants and remind them of the start date along with any materials they need to purchase.
  - Provide suggested sites with purchase information
- Provide a syllabus with a timeline of any due dates you expect.
  - Consider spreading assignments out throughout the workshop.
- Give directions for how participants will meet and interact.
  - Specify the online platform you will use along with any special considerations for logging in.

### During the Workshop

- Maintain a visible presence throughout the workshop.
  - Engage and Interact with participants
    - This might include weekly emails with reminders of upcoming work or other time-sensitive information.
- Provide specific feedback and encouragement for posts or assignments you give.
  - Show participants the posts are appreciated, relevant and helpful.
  - Ask clarification questions - as needed.
- Provide Guided practice
  - Encourage participants to explore new learning while they have your timely feedback.
  - Consider relevant tasks for them to engage in which correlate with their District roles.

### Towards the End of the Workshop

- Ask participants how they plan to use what they learned.
  - What might they do differently?
  - What do they plan to incorporate into their professional practice?