Be VOCAL
Characteristics of Successful Online Instructor

Characteristics	Why it Matters?	Suggested Strategies
Visible	• To create social presence which is missing in online learning. • Social presence is necessary to improve effective instruction in traditional and technology-based classrooms • A lack of social presence may lead to a high level of frustration, a critical attitude toward the instructor's effectiveness, and a lower level of affective learning	• Makes regular announcement • Posts discussion questions & facilitates conversations • Hosts weekly synchronous sessions • Provides timely feedback on student work • Supports learners with regular virtual "office hours"
Organized	• To increase responsibility that is placed on the learner to become better time-managers and self-directed learners. • In an online environment, a very high level of specificity is important.	• Communicates objectives and expectations • Provides explicit directions (text or videos) and clear due dates • Updates the class calendar • Set up the class LMS so it is easy to navigate • Make sure course information and resources are easy to find
Compassionate	• Successful learners utilize self-regulation and meta-cognitive awareness greater in an online environment • The relationship between the instructor and the students in the online course requires careful attention and management.	• Attempts to get to know learners as individuals • Makes necessary adjustments and accommodations • Dedicates time to checking with students (e.g., scheduling conferences throughout the semester) • Responds to student emails and messages in a timely manner
Analytical	• In online learning, students need to receive timely feedback on their performance and their progress toward achieving the course objectives • Collecting and interpreting student data is part of being analytical	• Monitor and tracks individual student progress • Collects formative assessment data to guide instruction • Provide scaffolds to support students who are struggling • Asks students for feedback on the course • Makes adjustments to the course to continually improve it
Leader–by–example	• Students will take their lead in the areas of visibility, organization and compassion from the instructor. • The instructor sets the tone for the online learning community early in the course and maintains it until the final class. • Gallimore and Tharp (1990) Six general strategies for assisting student performance: 1) Modeling 2) Contingency Management 3) Feeding Back 4) Instructing 5) Questioning 6) Cognitive Structuring	• Models how to communicate effectively online when sending emails and posting comments in online discussions • Uses synchronous sessions as an opportunity to demonstrate best practices for engaging in video conferencing sessions • Demonstrates the importance of feedback by asking for it

References:
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2. Tucker, C. (2020). Traits of a Successful Online Teacher. Retrieved from https://catlintucker.com/2020/05/traits-of-a-successful-online-teacher/