

WHAT IS YOUR COMMUNICATION PLAN?

THE WHAT, WHERE, WHEN, AND HOW



TIP #1: WHAT TO EXPECT

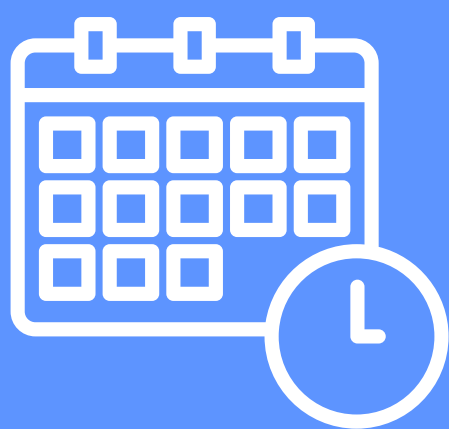
Let students know up front **WHAT** they can expect to receive from you!

This might include content, weekly to-do lists, feedback, or weekly announcements.

TIP #2: WHERE TO GO

Make sure students know **WHERE** to expect this information!

Will it be on course homepage in an announcement, at the top of each week's content on Avenue to Learn, or in an email?



TIP #3: WHEN TO CHECK

Create and share a plan for **WHEN** these communications can be expected.

For example, you may want to set up Monday morning announcements that highlight the work for the week

TIP #4: HOW TO REACH

Let your students know **HOW** they can reach you if they need help.

Will you hold regular office hours? Should they post on a discussion board or email you directly? Whatever your preference is, make sure your students know!



WHY HAVE A PLAN?

Students have to **think** about how to learn. They have to plan their time, assess whether their approach is working, and adjust appropriately. Communicating about what learners can expect in a course allows them to plan effectively, which helps minimize confusion and reduce the amount of questions you receive.