Top Tips for Inclusive Participation Online
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1. **Don't require synchronous participation:** With students taking classes all over the world, with different technological access, and in diverse circumstances, don't expect that students can participate synchronously. Record your lectures and make your presentations available to students to review asynchronously. Don't take it personally if students don't join your live class or if they drop out of the course online room. Technical problems could be to blame.

2. **Communicate, communicate, communicate**—be sure to check in with students to see how they are doing on a regular basis, perhaps even at the beginning of every class. Ask students what they want from you and consider surveying them. Reach out with individualized emails and invitations to talk by phone or video chat, or offer to be online at certain times for students to come by and talk.

3. **Create activities that will foster connection among students**—Add online spaces where students can meet up through Zoom or Bb Collaborate, create discussion boards where students are encouraged to answer prompts and are encouraged to respond to each other. Encourage students to turn on their video cameras so that students can see each other and you can see them.

4. **Clarify Expectations:** Be sure that your expectations for online participation are clear. Update and post your revised syllabus, including weighting for assignments if assignments have changed.

5. **Be flexible for yourself and your students:** Consider adapting assignments to fit the online space, you also might consider simplifying content for online delivery, or offering extensions or alternatives if students cannot complete the assignment as planned.

6. **Be sympathetic:** Students may be experiencing mental, physical, emotional and financial challenges because they are no longer on campus. They are juggling a different set of concerns and priorities. Be sure to communicate that you are aware of that and that you are also facing your own challenges.

7. **Consider teachable moments:** Think about how the content you're teaching corresponds to current events through assignment and discussion prompts and in-class discussions. Everything doesn't have to pertain to the uncertainty students are facing. You can consider important lessons learned about mass communications and positive crisis response or management.

8. **Give yourself a break:** As we've all been experiencing, adapting a class that was supposed to be delivered online is difficult and hugely time-consuming. Don't forget to take time for yourself and for your loved ones.

***CTRL has an excellent website for how to implement some of these tools: https://edspace.american.edu/instructionalcontinuity/toolkit/
In addition, it has resources for teaching with a DEI lens.
https://edspace.american.edu/deiresources/?_ga=2.183153126.1115593954.1596485385-1312671897.1562087146