



# OLA WEEKLY NEWSLETTER

JULY 13, 2020 | No.3



## COURSE SPOTLIGHTS

### Senior Online Learning Advisor

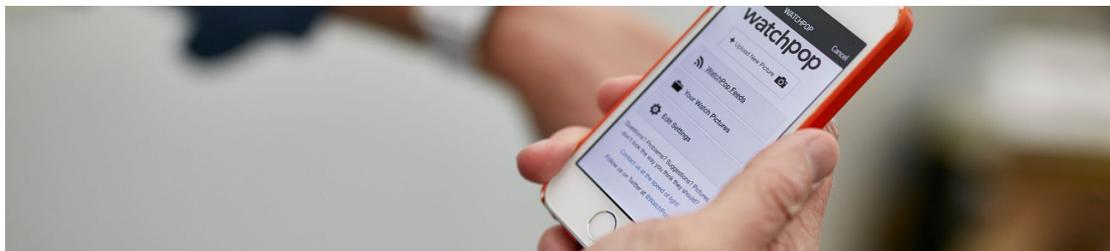
As a Senior Online Learning Advisor (SOLA), I oversee the work being completed by my team of fantastic OLAs and add structure to the OLAs' weeks by scheduling routine team meetings and planning sessions. I also facilitate the organization of our weekly newsletter and assist OLAs with requests on a case-by-case basis. In the coming week, I will be scheduling optional 1 on 1 meetings with OLAs to discuss their ongoing projects, provide feedback, and review learning goals. I am enjoying my role as a SOLA and am happy that our team has developed a sense of camaraderie despite working remotely! - **Matt Olsen (SOLA)**

### ENGL 193 - Communication in the Sciences

As the OLAs for ENGL 193, we aim to improve students' user experience on LEARN for Fall 2020. So far, we have reviewed Spring 2020 sections of ENGL 193 and identified design strengths and areas for improvement. Additionally, we have been tasked with incorporating the Student Alert Widget into Spring ENGL 193 sections. Our current projects include making a video on how to use Bookmarks on LEARN and creating a survey to gauge students' experience with using LEARN and other softwares in remote learning. - **Maanasa Rajaguru and Rency Luan**

## FOSTERING COMMUNICATION IN ASYNCHRONOUS LEARNING

OLAs are trained in communication best practices for asynchronous learning. Our team has researched various techniques to support instructors in providing students with a seamless online learning experience. Reach out to an OLA if you have questions related to asynchronous learning.



### Effective Virtual Office Hours

While in-person communication between students and instructors is not possible for the foreseeable future, individual support and guidance remain crucial for positive student experience. However, providing this support can quickly become difficult and time consuming. **Find more information about supporting students efficiently and effectively on Professor Skidmore's website.** One useful tip from Professor Skidmore is to create a Q&A discussion board on your LEARN page. This forum reduces student emails as they can find relevant information in one convenient place.

### Effective LEARN Announcements

Announcements are a great way to communicate course information with your students. When writing announcements, keep the tone positive and consistent and the content straightforward and concise. This encourages students to read each announcement thoroughly. **For more information on the importance of announcements, click here.** Additionally, take advantage of LEARN's capabilities to write and schedule announcements in advance. **Find more information on how to create and schedule announcements on LEARN by clicking here.**

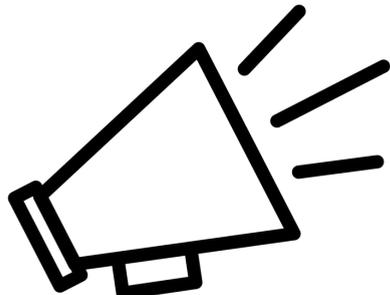
### General Communication with Students, OLAs/SOLAS

Using preferred methods of communication between instructors and students is the most effective way to receive feedback, answer questions, and streamline communication. Softwares such as Microsoft Teams and Google Classroom provide ample functionalities to ensure seamless communication. **Find out more information about communication softwares by clicking here.**

Please note: It is important to ensure that all students have proper access to the chosen communication software. Some countries have different legislation regarding the use of certain websites and apps - for instance, Slack is unavailable in China. **Find more information about which softwares are available to students in China by clicking here.**

## OLA TIDBIT

### OLA Tidbit: Efficiency is Key!



Working as an OLA made me realize efficiency is key for time management. While transcribing a video, I found that manual transcription was time-consuming and voice recognition softwares were ineffective. As a result, I researched alternative transcribing softwares and was able to cut down the time required to complete the task from almost a week to less than a day. This experience brought home to me that time management works best when applied with efficiency. Without efficiency, time management would not be possible! - **Mayuri Punithan**