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BerkeleyHaas

TEACHING TIP OF THE WEEK

Online Teaching Strategies

Tip of the week: How to be more inclusive in the online classroom.

The tools available for online teaching can help you embrace student diversity and reach all students in the online classroom. Here are some actions that you can take to prioritize inclusiveness.

- Invite students to edit their name on Zoom. Suggest they add a preferred pronoun and/or a pronunciation guide. As the meeting host of your class, you can also [update participants' names](#).
- Set expectations for the use of the Zoom chat function and hold students accountable. Work with your GSI to coordinate how the chat will be monitored during class. It is useful to answer questions students post in the chat as they come up. Encourage students to post answers to each other's questions, links, and resources, to minimize interruptions. Ensure that students know that all responses are public.
- Be aware that technology problems may arise for your students and lay out your protocol for specific situations that may arise, such as students whose internet connection may not support video, or who need to leave class early, with the objective of minimizing disruption to the class flow. Invite students to propose a few rules of their own, since they have probably seen both good and bad practices. Follow Haas Digital's best practices and [netiquette guide](#).
- Use the initial minutes of a Zoom meeting to build community. Log in early if possible and spend a few minutes chatting with your students. If you address issues concerning the whole class, make sure to convey them when the session starts or post them in the chat once everyone has joined.
- Give students options to participate and actively engage with the class material other than by cold-calling them or asking for someone to speak up. Zoom [polls](#) are an easy way to show that the opinions voiced by the most vocal people in class aren't necessarily shared by the majority. Set up your polls either before

you start the class or when students are in breakout rooms. For simple yes/no questions, [thumbs-up](#) are simpler to use than polls.

