

Hudson Online Teaching Guidelines



Prior to teaching online for the first time, faculty must complete the **Hudson Online Faculty Teaching Certification** course. These guidelines are based on US Department of Education regulatory definitions of distance education [found here](#).

Before the Semester



Review course materials



Set up third-party tools (if needed)



Post a welcome announcement



Update the course homepage



Set up a weekly virtual office hour

During the Semester



Communication

- Check and respond to student emails within 2 working days
- Post at least 1 original/customized announcement per week
- Provide timely notice to students about changes to due dates, procedures, or your communication availability.



Participation

- In each discussion, actively moderate responses throughout the week; for example, by providing feedback, asking follow-up questions, making connections, and clarifying misunderstandings.
- For a given unit, reply to at least 50% of your students in a discussion board, distributed across multiple days.
- Respond to every student's introduction in the course's Unit 1 discussion



Grading

- Regularly provide substantive qualitative feedback on student assignments that includes guidance for improvement and deeper learning, when applicable.
- Grade all activities within 5 days of the unit's conclusion.
- Submit midterm grades for 15-week courses.



Attendance

- Report attendance weekly in Liberty Link.