

# Tasks for Academic Coaches in DL Courses

- Facilitate discussion boards
  - Monitor discussion boards
  - Reply to posts in required discussions
  - Create and encourage posts in optional discussions to extend the dialogue
  - Summarize discussion responses, questions, successes, and challenges for the instructor
  - Facilitate group discussions
  - Assist students with technical and content-related questions. In a designated discussion forum, the AC can monitor and respond to students' technical issues or questions about course content or policies.
- Reach out to students who miss assignments
  - Use the *Message Students Who* function in the Gradebook to communicate with students who missed a due date for an assignment. ACs can remind students that the assignment makes up X% of their course grade and that the assignment can be made up according to the instructor's late/make-up work policy.
- Respond to students' emails within a specified time
  - Inform students to contact the AC before their instructor
- Review midterm and final course surveys and share feedback with the instructor
- Support students and instructor in Zoom sessions
  - Monitor chatbox and field questions
  - Monitor time, transitions, discussions, etc. in breakout rooms
  - Deploy polls
- Host optional review sessions for tests/exams via Zoom
- Host optional sessions via Zoom or create videos for subtasks
  - Using library databases and conducting research
  - Tutorials for using Canvas, software, completing a project, etc.
  - Writing an academic paper, literature review
- Provide annotated feedback on assignments
  - Direct students to material for reinforcement (specific lecture, textbook chapter, external resource, etc.)
  - Direct students to material for enrichment

- Create and facilitate engagement activities
  - Polls, posts that encourage extended dialogue
  - Post announcements that connect the course material with current events
  - Facilitate course social-media page (Facebook group, Twitter, Instagram, YouTube)
  - This can be used to conduct the activities above but also invites greater use (and thus attention) with images and graphics—not to mention platforms they're accustomed/eager to use throughout the day every day
  
- Build course content in Canvas
  - Announcements, module, content page, assignment
  - Curate instructional materials (videos, research, etc.)
  - Ensure course navigation is well-organized and assignment instructions are clear