

Virtual Office

The following is an idea that can help cut down the number of e-mails instructors receive from students in an online class. The **Virtual Office Space** can be used for communication between the instructor and the students. It can be called whatever the instructor would like it to be such as Virtual Office, e-Office Hours, and Prof Online. To create the Virtual Office Space, use the Threaded Discussion Content Item type. The best location for this is the Course Home area where students can view it each time they access the course.

Consider adding a Topic that says something like the statement below.

Welcome to my virtual office. This space is set aside for students to ask questions as you would by coming into my office. Click **Respond** to place any questions or concerns about the course here and they will be answered by 4 p.m. on Monday, Wednesday, or Friday – [or whatever works - you set the times!]. It is possible that I will answer all questions during my office hours that are posted on the syllabus, but do not expect an answer until the times posted here.

As well, please feel free to answer one another's questions. I will check answers (as well as questions) for correctness, but do not hesitate, if you feel you can answer the question thoroughly and directly, to respond to a posting.