



## Quick-Start Checklist: Keeping Students Connected Online

Once your institution has Pronto integrated with the LMS, follow these four steps to quickly get your students engaged and keep them connected outside of the classroom.

### 1. Get Students Started

Make sure students know that Pronto is the preferred communication tool. If you're using an LMS, Pronto will be integrated and available through your course site. Post an announcement so students will look for Pronto and download the mobile app.

### 2. Organize Ongoing Groups

Each course you teach will have its own space in Pronto where you can create Pronto groups for ongoing conversations, such as **General Q&A**, **Study Support**, or **Project Feedback**. Additional groups for **each lesson topic** can support deep discussions to ensure understanding.

### 3. Communicate Expectations

Students need clear, consistent communication to stay engaged and on-track. Tell students what to expect from you through Pronto, and explain your expectations for their participation. Clarify when they would use the General Q&A or Study Support groups vs a direct msg to you.

### 4. Schedule Live Sessions & Office Hours

Asynchronous interaction is powerful and flexible, but live sessions can be especially dynamic and engaging. Plan to host regular, live video sessions, whether to deliver a mini-lecture or to field questions from class. Also, post "online office hours" so students know when you'll be live.

### Teaching Pro-Tips

- **Be present.** Don't try to be online 24/7. Do check-in regularly and be responsive to Pronto notifications from students.
- **Encourage peer-to-peer support.** Helping each can build personal bonds, reinforce learning, and reduce the teacher's workload.
- **Share files as you go.** Point students to relevant files from your favorite cloud services. All files stay organized in Pronto for reference.
- **Use video to demonstrate or explain.** Live video sessions can be recorded for students who can't be online at the same time.
- **Assign students to lead discussions.** This can help students take responsibility for learning, master topics, and grow a community.
- **Reach out.** When you see a student hasn't logged in or isn't active in discussions, reach out to see if they're on-track or need help.
- **Be human.** Much learning is social. Whether or not you use gifs or emojis, be responsive. Show interest, and help all students grow.