

Communication with Students

Version 13

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Announcements

Post regular class announcements through Learn@Seneca course [Announcements](#). Inform students of requirements for the upcoming session or week, including content to review, activities to complete and any assignments that are due.

Contact Information

Be sure your Learn@Seneca contact information ([Contacts](#)) is up to date and that students know when and how to reach you. Use your Seneca email account when communicating with students.

Office Hours

Conduct virtual office hours through [BigBlueButton](#), [Microsoft Teams](#), [Webex](#), or [Zoom](#).

Managing Student Questions

Student questions can be effectively managed through the Learn@Seneca [Discussion board](#). Creating an anonymous discussion forum that allows students to publicly post questions and access answers to all questions is a time-efficient way to encourage virtual communication.

Instructions

Provide students with clear instructions on how to access the educational technology tools that you are using.

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