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# I WANT MY STUDENTS TO KNOW HOW TO REACH ME.

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Letting your students know your availability and how to reach you is necessary in a face-to-face setting, but even more so during remote learning. In face-to-face courses students and faculty rely on informal communication before, during, and after class to ask questions about managing their courses. **Inform your students early of your preferred method of communication and set a standard for that communication that can remain intact throughout any semester schedule changes.**

Brainstorm backup communication tools, such as WebEx and Blackboard Collaborate, if face-to-face announcements and meetings become unavailable. Check out this [tip sheet](#) (ACUE, 2020) on how to set expectations with students for your presence/availability in a remote setting.

## Best Practices

- Include your contact information, office hours, communication preferences, and any other necessary information in your syllabus and a course introduction page in Blackboard.
- Students are most familiar with receiving communication via email. Therefore, if you post an announcement or assignment in Blackboard, consider also sending an email notification.
- Hold virtual Office Hours using Blackboard Collaborate ([Video Tutorial](#); [Web Tutorial](#)). WebEx Meetings and Teams ([PDF Tutorial](#); [Web Tutorial](#)), or Microsoft Teams ([video](#) created by Dr. Jay Gordon, English)
- Hold call-in Office Hours without giving out your personal cell phone number using [Google Voice](#). ([Web Tutorial](#))

For more information on communicating with your students, check out: [I want to communicate to my students](#).