

Best Practices in Online Teaching

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Best Practices Overview

- Instructor Presence
- Clear Expectations
- Learning Objectives
- Real World Applications
- Prompt Feedback
- Engage Students

Online Education Platforms

- Black Board
- Pearson eCollege
- MHHE Connect
- University of Maryland Global Campus
 - Learning Experience Online is their online classroom.
- Others

Communication with Students

- Communicate early and often.
 - Remote instruction requires more communication.
 - Share instructions, expectations, and changes in writing.
 - Clarify when you will be available, when you will respond, and your preferred methods of communication.
 - Poll students in order to check on their access to technology.
 - Encourage students to come to you with their concerns.

Communication with Students

- Students Succeed when they feel connected.
 - Students may feel isolated and fearful right now.
 - Be consistent about checking in and making student feel included.

Communication with Students

- Show students you are there for them (instructor presence).
 - Check in regularly.
 - Inform them:
 - Plan is posted.
 - Assignments are available.
 - Feedback is available.
 - Help students connect with each other.

Communication with Students



- Tools
 - Announcements
 - In addition to the announcement on the web platform, send an email copy of class announcements.
 - Discussions
 - Public
 - Instructor created
 - Create an “Ask the Instructor” or Q&A discussion. Questions are emailed to you. Most threaded discussions have this option.
 - Live Video Conferencing
 - Black Board Collaborate Ultra
 - Zoom
 - WebEx

Communication with Students

- Tools (cont'd.)
 - Email
 - Phone
 - Text Messages

Teaching

- Focus on your most critical objectives and expected outcomes in the syllabus.
 - What do you want students to gain from the class?
- Consider what your students have already achieved in the course in order to determine what remains
 - If you are converting an on ground to online class in the middle of a semester.
- Be flexible about tools, activities and course requirements.
- Consider:
 - Technology
 - Accessibility

Teaching

- Provide materials in multiple ways
 - Helps reach students regardless of technology and learning needs.
 - Plus provide a backup plan. For example:
 - Provide an outline/study guide.
 - PowerPoint files.
 - Links to videos.
 - Record screen capture videos in Panopto, Zoom, or another software.

Organize the Course Website in Black Board, eCollege, or other platforms

- Keep it simple and consistent.
- Create weekly or chapter folders with a consistent structure.
 - Create weekly course folders or course folders for each chapter.
 - Introduction.
 - Outlines that could become study guides.
 - Readings, PowerPoint, links to videos
 - Activities
 - Assignments
 - Summary

Asynchronous and Synchronous

- Asynchronous tools provide more flexibility, are easy to manage.
 - Post documents and assignments.
 - Lecture Notes
 - Link to existing article, e-books, videos.
 - Threaded Discussions.
 - Recorded Lectures
 - Panopto, Zoom
 - Email, text
- Synchronous tools
 - Live sessions using Collaborate Ultra, Zoom, WebEx.
 - Live office hours.
 - Phone.

Assessment

- Identify your learning outcomes.
 - Make sure they are measurable.
- Determine what is essential to assess.
- Decide what you, and your students can realistically do.
- Determining learning outcomes:
 - Individual colleges, departments, and accreditors.
 - Colleagues.
 - Requirements for certification exams such as the CPA

Assessment

- Assessment Tools
 - Online assignments.
 - Written assignments.
 - Discussion board.
 - Online quizzes and exams.
 - Application software
 - Excel
 - Data Analytics
 - IDEA
 - Tableau
 - Tax software.
 - Accounting software.
 - Grade Center

Textbook Publishing Companies and their Resources

- Web Platforms
 - Wiley Plus.
 - Pearson My Lab.
 - McGraw Hill Connect.
- Lower-level texts such as financial accounting and managerial accounting have the largest volume sales. Those texts make the most money and have the most resources such as imbedded video lectures and problem demonstration videos.
- Most Intermediate Accounting texts now have extensive resources.
- The upper-level texts may have less resources. You may have to create more lecture videos for these courses.

Remote Proctoring for Exams

- NOTE: Nearly 70% of undergraduates admit to having cheated on exams or writing assignments
- McGraw Hill Connect Proctorio for Exams
 - Browser-Locking Capabilities
 - Allows the instructor to control the assessment environment to increase security during the assessment
 - Remote Proctoring
 - Recording options during the exam, allowing the instructor to control the assessment environment
 - Verification Options
 - Settings that help ensure students are who they say they are, their hardware is working, and they are reminded of academic integrity policies.
 - AI Assistance and Mobile Detection
 - Proctorio will flag potential audio and web AI use and mobile usage while taking an exam in Proctorio Plus

Browser Locking Capabilities

- Control access to other apps and websites
- Prevent the use of other monitors
- Disable clipboard
- Disable right-click
- Disable Printing
- Block Downloads
- Disable Extensions

Proctoring

- Record Video
 - Records video from the student's webcam
- Record Audio
 - Records audio from the student's microphone
- Record Screen
 - Records student's screen
- Record Web Traffic
 - Records the web pages the student visits
- Desk Scan
 - Records student's test taking environment

Verification Options

- Verify Camera
 - Ensures the webcam is properly working and the student's face is visible
- Verify Audio
 - Ensures the student's audio is working
- Verify Screen
 - Ensures the student's screen is being recorded correctly
- ID Verification
 - Aids instructor to help authenticate the student's identity by having the student show an ID card that is automatically captured and stored
- Integrity Assessment
 - Student must digitally sign an integrity agreement before the assessment

AI Assistance and Mobile Detection

- Proctorio will flag potential audio and web AI use and mobile usage while taking an exam in Proctorio Plus
- Located in Proctoring Reports Dashboard in McGraw Hill Connect
- Provides additional data to ensure course integrity.

AI Integration and Plagiarism

- Ethical Use
 - ChatGPT and other AI can be used to assist in writing
 - But they should not be used to write the entire assignments or essays.
 - Plagiarism detection tools can identify AI generated content.
- Research Assistance
 - AI can help with research by generating ideas, understanding complex topics, or creating study guides.
 - Students are still responsible for every paragraph, every sentence, every syllable.
 - Students must verify every citation used by the AI and must add their own citations.
 - Ultimately, it must be the student's work.
 - Use of AI must be disclosed and documented in the methodologies section.

AI Integration and Plagiarism

- Study Aids
 - AI tools like Grammarly can help proofread and edit assignments
 - But students should learn from the corrections and suggestions.
- Study Buds
 - AI can be used to provide study support
 - But students should not rely solely on AI for learning
- Disciplinary Action
 - Have clear policies against using AI to write assignments
- Educators and students may be working in an AI Assisted environment for writing assignments, term papers, and tax research assignments

AI and Tax Research

- AI has already been integrated into the tax research databases
- These LLMs are specifically designed to access Code, Regulations, Court Cases and other primary and secondary sources within the tax research database, rather than using ChatGPT, Google Gemini, Microsoft Copilot, Grok 3 or other AI.
- AI is being integrated into tax research databases, tax software, accounting software.
- AI will be embedded in most software including
 - Microsoft Office Products: Excel, Word, PPT, etc.
 - Accounting software
 - Tax software
 - Other software used in practice

AI and Tax Research

- CCH Answer Connect ®
 - Generative AI within CCH Answer Connect
 - Users can now type questions in the Search bar and Generative AI will generate response in plain language, summarizing tax resources within the platform.
 - Allows natural language queries enabling quick comprehension and minimizing the time spent analyzing Code.
 - CCH has introduced AI Labs that allows users to access beta versions of AU currently being developed
- Instructors must revise syllabi to set ground rules for AI assisted research.

Questions

- Additional questions and discussion.

- Contact information:

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