

# Online Tool Tips for Students

- **Ask Three before Me:** Train your students to look for help among peers before asking you. If a student asks three students and no one knows the answer, it is time to ask the teacher.
- **Each One Teach One:** Rotate through student teams and give mini lessons on a tool or feature so students can then teach others.
- **Point Out Web-based Help Resources:** Identify safe and helpful resources students can use for specific tools.
  - Locate helpful how-to videos and share them with the class, or post or embed the link on a class wiki or blog.
  - Identify FAQs, how-to sections, tutorials, or discussion forums that may have answers for students.
- **Encourage Peer Mentoring:** Recruit students who have experience using the tool—or a similar tool—to help students who have questions.
- **Keep Private Information Private:** Remind students that they should never:
  - Post personal or contact information
  - Use real names as user IDs or log in names
  - Click advertisements or register with sites not approved for use
- **Clarify Collaboration Goals:** Ensure students understand:
  - How they will receive and give feedback
  - Goals for the feedback
  - Appropriate language to use (standard English, for example)
  - Deadlines