

Communication with Students

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Announcements

Post regular class announcements through your Learn@Seneca course: [Creating 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 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 [Microsoft Teams*](#), [Webex*](#), or [Zoom*](#).

Managing Student Questions

Student questions can be effectively managed through the Learn@Seneca Discussions tool: **Creating a Discussion**. Creating an anonymous discussion 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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