



# Preparing for teaching online

## Facilitator's Guide

### Session details

This module is conducted as part of the **Teaching Online Essentials** program. It is included as the introductory 30 minute session within the first workshop (2-3 hours)

<b>Module:</b>	Preparing for Teaching Online
<b>Mode:</b>	Face-to-face small group workshop, > 15 participants
<b>Session time:</b>	30 minutes
<b>Prerequisites:</b>	Introduction to Teaching and Learning Online Exploring the student view in MyLO

### What you'll need

Computer & projector

PowerPoint file – “prepare\_teach\_present.ppt”

Whiteboard & markers

Printed handout – PowerPoint presentation (notes pages)

### Learning outcomes

1. Describe the three main areas of focus for teaching and learning online
2. Explain how the online mode can integrate with other modes (e.g. face-to-face)
3. Determine (initially at least) your own stance on teaching and learning online – as a guide to future planning

**Session plan is on the following page**

## Session plan

Stage		Description	Resources	Time mins.	Total time
1	Overview	Provide a brief overview of the session – including learning outcomes	Slide: “Learning Outcomes”	02	(02)
2	Brainstorm: student experience	Ask questions, encourage sharing on student experience (previous session) Write-up major topics/themes on whiteboard	Slide: “What did you think...”	05	(07)
3	Discuss options for future practice “How far...”	Overview of parameters and limiting factors Discuss diagram – describing interrelationship of context – teacher – student.	Slide “How far to go in online teaching” Slide “How far to go in online teaching” - diagram	05	(12)
4	Overview of 3 major areas	Present 3 major areas as the major divisions of practice in online teaching. Highlight how “content” is just <i>one</i> part of the whole	Slide “Three areas to consider”	02	(14)
5	Present 3 “content” questions	Discuss each continuum and implications for practice. Provide brief examples.	3 Slides “Content...”	03	(17)
6	Present 2 “communication” questions	Discuss each continuum and implications for practice. Provide brief examples.	2 Slides “Communication...”	03	(20)
7	Present 2 “assessment” questions	Discuss each continuum and implications for practice. Provide brief examples.	2 Slides “Assessment...”	03	(23)
8	Discussion: blending	Ask participants for views on how online teaching effects other modes (+ve and –ve) Discuss blending grid and implications for online and traditional teaching modes.	No slide  Slide “Blending with other modes”	05	(28)
9	Summary	Pose questions on slide – to encourage participants to reflect on their current stance (but just as a starting point at this stage)  Outline next steps – i.e. further modules if they are doing the Online Teaching Essentials” program.	Slide “Questions to ponder”  Slide “Next steps”	02	(30)

**Note:** Session to follow this (in the **Teaching Online Essentials** Program is “**Exploring the Teach view in MyLO**”