



TEACHING ONLINE ESSENTIALS PROGRAM

Teaching Online Essentials will introduce you to teaching and/or designing online with **MyLO**, the UTAS Learning Management System (LMS). It will provide the foundation skills, knowledge and hands-on experience to get underway. The program covers both the technical and educational aspects of teaching online.

Structure and format

Foundations workshop – face to face, 2½ hours

- Introduction to teaching and learning online – including options and planning
- Explore the learning & teaching aspects of **MyLO** - hands-on in a PC lab (self-paced)

Pathway modules self-paced/online

- Approximately 4-6 hours to complete
- Suitable for a range of needs – teaching, designing, or a combination of both
- Range of topics – preparing content, using assessment, online communication & group work

Final workshop – face to face, 1½ hours

- Review and application of teaching online
- Options for integration with other modes
- Where to from here?

On successful completion you can self-assess your learning using a checklist. This will be acknowledged with a certificate of completion, which can be used for teaching portfolios etc.

This course is sufficient for you to sign-off on **Standard 2: Staff Training** (in the Base QA Standards for online components).

When, where, and how to register

The program is offered as:

- A school/faculty-based program – delivered by CALT.
- A central program, hosted by CALT and held at various times throughout the year.

To see the current schedule, and to register, see:

http://tlo.calt.utas.edu.au/scheduled_programs.aspx

Flexibility and choice

The program caters for a variety of interests and skill levels and is broadly applicable across disciplines and contexts.

All participants work through the foundation aspects together before choosing an individual pathway. Your pathway choices are:

1. Teaching online
2. Designing for online learning
3. Teaching and designing online (combined)

During the program you'll also have some choice in the resources you use, and the depth of learning you'd like to undertake.

Who is the program for?

Academic staff (permanent and sessional) that are or will be involved in online teaching.

General staff who support teaching/technology.

Staff may be:

- New to teaching online, and/or
- New to the UTAS system, or
- Keen to move beyond the basics of teaching online and explore further design issues and options.

Prerequisite: basic competence in using a computer and web-browser. HTML knowledge is NOT required.

Further enquiries

Contact CALT – call x3504 or email: training@calt.utas.edu.au