



# Teaching online essentials – foundations workshop

## Facilitator's Guide

### Session details

This workshop is the first part of the **Teaching Online Essentials** program. It incorporates four modules:

1. **Introduction to learning and teaching online** (face-to-face – 30 mins)
2. **Exploring the student view in MyLO** (self-paced – 30 mins)
3. **Preparing for teaching online** (face-to-face – 30 mins)
4. **Exploring the teach view in MyLO** (self-paced – 60 mins)

**Modes:** Face-to-face small group workshop, > 15 participants, *and*  
Self-paced modules in a PC lab environment

**Session time:** 3 hours

**Prerequisites:** **Essential Computing Skills for Online Teaching** (self-paced)

### What you'll need

Computer projector (or overhead projector)

Seminar/workshop room for face-to-face modules

PC lab for self-paced modules

**Printed handouts:** **Teaching Online Essentials Participant Guide**  
(toe\_participant\_guide.doc)

**Teaching Online Essentials Pathway Selection Form**  
(toe\_pathway\_select\_form.doc)

**Workshop Feedback Form**

**PLUS** all resources required for each module (see separate facilitator guides).

### Learning outcomes

As per individual modules

## Session plan

Stage	Description	Mode	Time mins	Total time	
1	Introduction & overview	Outline the session and overall program Overview learning outcomes.	Group workshop	05	(05)
2	Module: <b>Introduction to teaching and learning online</b>	See facilitator guide	Group workshop	30	(35)
3	Module / tutorial: <b>Exploring the student view in MyLO</b>	See facilitator guide	PC lab – self-paced	35	(70)
	<i>Break</i>			10	(80)
4	Module: <b>Preparing for teaching online</b>	See facilitator guide	Group workshop	30	(110)
5	Module / tutorial: <b>Exploring the teach view in MyLO</b>	See facilitator guide	PC lab – self-paced	60	(170)
6	Wrap-up	Overview of online modules (next 2 weeks) Promote final workshop – provide details		10	(180)

**IMPORTANT:** Before participants leave ensure that they complete and hand-in:

1. Teaching Online Essentials Pathway Selection Form
2. Workshop feedback form