Designing, Delivering and Evaluating Online Study-Units

Syllabus

Course Description

The course Designing, Delivering and Evaluating Online Study-Units was created to provide academic staff, who have little or no experience with online teaching, with the support to transfer their study-units from a face-to-face to a blended or online format.

This course provides academic staff with the basic knowledge and skills required to design, deliver and evaluate an online session in a study-unit. It is expected that if you can design, deliver and evaluate one online session, you will be able to design, deliver and evaluate additional sessions in the future.

This nine-week course is organised into convenient themes:
- Introduction;
- Content;
- Delivery;
- Support;
- Community;
- Outcomes (Evaluation)

Academic staff will have the opportunity to apply their learning in practice by converting one of their face-to-face sessions to an online format. Each of the online sessions has required readings (Read It!), learning activities (Apply It!), and online discussions (Discuss It!).

The first session is a two-hour face-to-face workshop to get acquainted, ensure you can navigate the VLE, communicate expectations, course organisation, and offer support and answer questions. All other sessions are held completely online to accommodate busy schedules, facilitate teaching and learning online while experiencing what it is like to be an online learner. This course requires a weekly four-hour commitment from academic staff.

Although, for practical reasons during this course, we will focus on one session of your study-unit, many of the documents, policies and evaluation tools you create can be used in all sessions in your study-unit (e.g. your email, discussion forum, and assignments policies). Also many of the eDocs used in this course (eDoc: Netiquette, eDoc: eVenture, etc.) are available for you to adopt or adapt for your own study-units. Finally, although in the Content, Delivery, Support, Community Structure Sessions of this course we tend to focus on one of your study-unit's sessions, in the final session, and Outcomes, we design an evaluation plan, assignments and evaluation tools for your entire study-unit. Typically, we do not create assignments and student evaluations for every session in our study-units so the evaluation plan you design in this course will reflect that reality.

By the end of this course you will have one of your study-unit sessions designed for blended delivery.

Study-Unit Learning Outcomes

By the end of this nine-week course, learners will:

- Create 1-3 effective learning objectives for an online session
- Organise content for an effective online learning session
- Find and upload supportive resources to enhance the online content
- Create learning activities to effectively deliver online content and engage the learner
- Create a video and/or voice-over for a slide deck to enhance the online session delivery
- Design and effectively communicate online policies and expectations
- Set up a discussion forum to facilitate learning and reflection
- Design assignments to effectively evaluate learners in an online environment.

The course will run over a nine-week period (February 12th to April 13th - refer to the Course Schedule below) with the first session being offered as a two-hour face-to-face workshop. The remaining eight sessions will be totally online and can be completed from anywhere you have an Internet connection, and at any time during the week the session is offered.

For explicit details of the content that will be covered, required readings readings, activities, and assignments as well as discussion topics that will take place during each session, please consult the **RoadMap.**

There will also be support available from the IT Services eLearning Unit following the course, so if you forget how to do something, have additional questions or need further assistance do not hesitate to contact IT Services.

Course Topics

Content

- Create a personal online profile on the VLE
- Post a description of the study-unit from which you will be designing one online session during this course
- Identify the one session from this study-unit that you will convert to an online format
- Write the learning outcomes for your entire study-unit
- Write the learning outcomes for the specific session you are designing online
- Repurpose the content from one of your study-unit's face-to-face sessions into content effective for online learning
- Upload your content.

Community
- Describe the importance of a learning community as a prerequisite for effective online learning
- Write discussion prompts that stimulate engaging, substantive, and compelling discussions
- List strategies to effectively manage an online discussion.

Delivery

- Find quality free open source learning resources to support your content and facilitate learning
- Find free quality videos to engage online learners and facilitate learning
- Design a learning activity to effectively deliver content in an engaging way
- Write an announcement introducing your session to your students.
- Install Panopto software (see link for support)
- Write a script introducing your online session
- Record and upload an introduction to your online session
- Record a voice over or video for your content slide deck or eDoc to make your content more interactive and engaging.

Support

- Incorporate strategies to support learners in your online session
- Provide timely detailed feedback on assignments
- Answer questions promptly
- Provide eSamples to increase Learner understanding of expectations

Structure

- Write a set of 'policies' for your students regarding (emails, plagiarism, netiquette, and late assignments, etc.)
- Describe strategies to manage time when teaching online.

Outcomes

- Create an effective evaluation plan to assess the learning outcomes in your study unit (you can adopt or adapt the evaluation plan from your face-to-face study unit).
- Create a temperature check and summative assessment tool to assess your online study-unit or session (you may adopt or adapt the evaluation tools in this course).
- Describe the process of e-Submission and e-Marking
- Upload your assignments, rubrics, temperature check and summative study-unit evaluation onto the VLE
- Set up, collect and provide feedback on students' work via the VLE.

Course Schedule

Week	Date	Topic	
1	February 12	Introduction	Face-to-face session February (1200-1400hrs)
2	February 16-22	Content	Online
3	February 23 –March 1	Content	Online

4	March 2- March 8	Content	Online	
5	March 9-March 15	Delivery	Online	
6	March 16-March 22	Community	Online	
7	March 23- March29	Support	Online	
8	March 30- April 5	Structure	Online	
9	April 6- 13	Outcomes	Online	

We expect that you will spend an average of four4 hours per week on this course. At the very least we expect that you will have one session of your study-unit designed at the end of the course. You may also decide to invest even more time and design the majority of your study-unit during this timeframe.

Course Facilitators

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Virtual Office Hours

During the course, one of the facilitators will be available online (Google Hangouts) to answer participants' queries as follows:

- Wednesdays: 1300-1400hrs
- Fridays: 1300-1400hrs