

Designing, Delivering & Evaluating Online Study-Units

Academic staff are invited to participate in the professional development course: **Designing, Delivering and Evaluating Online Study-Units**. This course is designed to provide academic staff, who have little or no experience with online teaching, with the support to transfer study-units from a face-to-face to a blended or online format.

The course will run over a nine-week period (February to April – refer to 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 Internet connection, and at anytime during the week the session is offered.

The main goal of the course is to provide educators with the basic knowledge and skills required to design, deliver and evaluate an online session in a study-unit while experiencing what it is like to be an online learner. It is expected that if you can design, deliver and evaluate one session, you will be able to design, deliver and evaluate additional sessions in the future.

There will also be support available from IT Services following the workshop series if you forget how to do something, have additional questions or need further assistance.

Course Topics

Introduction

- Reviewing course expectations and RoadMap
- Understanding eLearning and eLearners
- Creating an online profile

Content

- Writing Study-Unit descriptions and learning outcomes
- Writing effective learning objectives
- Repurposing content from face-to-face sessions into content for effective online learning

Community

- Communicating online
- Setting up and managing discussion groups
- Developing probing online questions to facilitate critical thinking
- Netiquette

Delivery

- Designing learning activities to effectively delivery content in an engaging way
- Creating and uploading a video
- Finding free open source resources to adopt, adapt or repurpose
- Finding and uploading supportive documents (readings, articles, YouTube videos, and photos.

Support

- Supporting learners online
- Roles and skills of the online tutor
- Providing timely and meaningful feedback

Structure

- Digital Education Policy
- Setting up virtual office hours
- Preventing and dealing with plagiarism
- Ensuring quality standards
- Establishing clear expectations (how often are learners expected to post, how often are learners expected to log on, how to submit assignments, etc).
- Managing your time online
- Policies for assignments

Outcomes

- Ensuring that educators attain the learning objectives
- Designing effective assessment
- Assessing learners online
- Developing assessment rubrics
- Evaluating to ensure quality and continuously improving the study-unit

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	Community	Online
5	March 9-March 15	Delivery	Online
6	March 16-March 22	Delivery	Online
7	March 23- March29	Support	Online
8	March 30- April 5	Structure	Online
9	April 6- 13	Outcomes(Evaluation)	Online

Course Facilitators

Prof. Colla J. MacDonald (Senior Research Advisor, University of Malta), James Celia and Naomi Misuf have collaboratively designed and will facilitate this course.

Registration

The course is open to 25 academic staff at the University of Malta. Places are allocated on a first-come-first-served basis. In addition, there will be two participants from universities in Cyprus, Rome, Italy and Finland (as part of an Erasmus+ research project). Please note that if you sign up for the course you are expected to make a commitment of an average of four hours a week to prepare your online study-unit and completing course activities. There is a high demand for the course so if you cannot devote an average of four-hours a week to this course please wait and take the course at a future offering that better suits your timeline and needs.

The course is being offered at no cost. The course has been accredited by the University of Malta Quality Standards committee. Participants who complete all components of the course will receive a certificate of completion. Academics interested in following this course are invited to register online. [LINK](#)