


EMPOWERING TEACHERS WITH ONLINE LEARNING SYSTEM

Guru Nanak College, Dhanbad

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11:00 am to 02:00 pm

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Best Practices in Online Teaching

WORKSHOP



Types of Courses

1. Traditional
2. Web Facilitated
3. Blended/Hybrid
4. Online

TRADITIONAL COURSES

Description:

- Course where no technology is used
- Content is delivered in writing or orally

Proportion of Content Delivered Online - 0 %

Web Facilitated Courses

Description:

- Courses that uses web-based technology to facilitate what is essentially a face-to-face course.
- May use a course management system or web pages to post the syllabus and assignment.

Proportion of Content Delivered Online - 1 to 29 %

Blended/Hybrid Courses

Description:

- Course that blends online and face to face delivery.
- Substantial portion of the content is delivered online.
- Mostly uses online discussions.
- Usually has a reduced number of face-to-face meetings.

Proportion of Content Delivered Online - 30 to 79 %

Online Courses

Description:

- A Course where most or all of the content is delivered online.
- Mostly carries no face-to-face meetings.

Proportion of Content Delivered Online - 80 + %

New to Online Teaching?

- Use online technologies in face-to-face and blended courses first.
- Understand course components and student needs.
- Discuss and network with colleagues.

Components of an Online Course

Communication → Content Delivery → Collaboration → Assessment

(Process Contd.)

Tips for Design

What can you do to improve the design of your online course?

- Create 'loop-hole free' syllabus delivery plan that is comprehensive and simple.
- Keep dates in course schedule (Per topic duration) and stick to it.
- A daily routine is essential to manage work-life balance.
- Organise your content / Use folders according to papers/topics.
- Avoid useless/unnecessary content/conversations/announcements.
- Save everything in PDF, so that source materials remain safe for future use.
- Orient your learners.

Design Less and Teach More

- Don't design and teach at the same time.
- Accelerate and remediate learning. Quick remedies are essential.
- Keep journal/logbook for future revisions.
- Fix errors right away. (Now or never)

Rethink Your Content

- Use Authentic Source Materials. (How?)
- Club with selective Youtube Videos/Ted Talks, etc.

Tips for Delivery

- Plan your delivery (Outlining)
- Use announcements weekly and save them
- Save General Responses in a Document
- Create one folder for each class

Beyond Power Point

- Be Innovative (But don't overdo)
- Add Audio Narration/s
- Record Video Lectures and upload in the classroom portal

Live Online Sessions

- Teach only one topic at a time to avoid confusion among students
- Back up with relevant resources
- Develop your Presence | Mannerism/Attitude | Students follow the same
- Announce the protocol for students to attend live classes in advance

Rethink Your Grading Strategies

- Marking Breakup
 - Reasoning and Analysis
 - Focus on Topic
 - Accuracy of Facts and Citations
 - Originality
- Allow for Revisions
- Give and Receive Feedback / Save for future use

Review Committee

- A Review Committee will constantly work in the background for smooth running of the courses
- Per Faculty, Per Semester records would be regularly gathered to keep a track on the overall system of online teaching

Best Practices in Online Teaching

Session - 2

Best Online Platforms

Safe, Simple and full of Features

- Google Classroom
- Google Meet (For Live Sessions)
- Cisco WebEx (For Live Sessions)
- Youtube (For video lectures, interviews, documentaries, etc.)
- Academia.edu (For free resources)
- pdfdrive.com (For free ebooks)