

A New Hampshire e-Learning for Educators Online Professional Development Self Paced Tutorial

Self Paced Tutorial: ST-05 Developing Successful Online Teaching and Learning Practices

Tutorial Description

This self-paced tutorial will take you through some of the features found in the discussion-based, asynchronous model for online learning. This tutorial uses online readings, activities, and videos to demonstrate best practices for successful online teaching and learning. You will explore online content resources as well as the important role that rich discussion, meaningful feedback, and self-reflection plays in providing quality online learning experiences. If you are ready to explore the benefits of teaching and learning online, this tutorial will provide you with some guidance and resources to begin your journey.

As you complete each unit of the tutorial, you will be asked to submit an online assessment. Once your assessments for all of the units are completed, you should send a Tutorial Completion Notice. Submission of this notice will trigger an evaluation of your engagement in the activities and assessments. Following this evaluation, you will receive a Certificate of Completion for 10 hours of professional development for this tutorial training.

Unit 1	Orienting Yourself to Online Learning	
<p>Orientations introduce you to the course and the online environment. Normally, a short series of assignments designed to familiarize you with the course and the learning management system used. As you explore your course, you can introduce yourself to your classmates, email your course instructor, and have a short discussion about your current understanding of the course content. These short activities allow you to become familiar with the learning management platform with limited expectations to learn course content.</p>		
Unit 2	The Discussion-Based Model for Online Learning	
<p>In this unit, you'll review the organization of discussion-based online courses. Like face to face courses, online courses have structure and organization that can help you learn the content easier. Discussion based models have expectations for higher levels of interaction between course participants and lower levels of interactions with the course instructor. The instructor acts as a facilitator of learning, guiding you through your discussions to ensure that you discuss relevant content in a manner conducive to learning. The discussion is heart of the course and the means by which the content from the readings become meaningful and relevant to you. You explore how the content fits into your present situation as an educator. Units in this tutorial contain sample discussion starter questions. You will have the option of posting responses to them, but they will not be evaluated or count towards your grade.</p>		
Unit 3	Discovering Online Content Resources	
<p>The purpose of any course is to learn the content presented in the course. With online learning, all content is delivered online. Some online courses may require that you purchase and use textbooks or printed materials while others use the rich content that is available in the online environment. In this unit, you'll explore examples of online content that is freely available in the five core content areas: the Arts, English Language Arts, Mathematics, Science, and Social Studies. While there are tons of online written content online for all learning levels, for this tutorial you will explore elementary and middle level content in these five areas. You will be able to focus on your own individual content area, or get a sampling of the richness of online resources available in all content areas.</p>		
Unit 4	Discussing Content to Enhance Understanding	
<p>In this unit, you'll explore how the discussion of content enhances learning. Like face to face discussions, online discussions can help you gain insight and understanding of the concepts you are learning by personalizing it to your individual situation. Guided questions help focus your thoughts on the learning goals while reviewing what others think about these same concepts help you gain perspective. As you discuss your opinions and understanding of concepts, you deepen your ability to apply it to your own situation. Applied learning occurs because the concept connects to your own situation and needs, giving it relevance. The richness of the discussion allows you to tailor your learning to meet your personal needs. Application of ideas makes them relevant. As you participate in this unit, think about the impact discussion of concepts has on your learning and your ability to apply what you are learning to new situations.</p>		
Unit 5	Working on Authentic Projects	
<p>This unit focuses on understanding through project based learning. Many online courses utilize a course project that asks you to apply the content you are learning to a project that you can use directly in your classroom or your school. As discussion adds depth of knowledge and understanding, so application adds richness and meaning. Quality professional</p>		

development in the 21st Century should be sustained over time and job embedded. Online courses provide you with sustained opportunities for learning content. Projects can allow you to practice your learning in your classroom as you go through your online course. In this tutorial, you will explore how powerful classroom projects can be, and in doing so appreciate the value of doing online projects that apply knowledge and understanding in meaningful ways.

Unit 6 Using Feedback to Enhance Learning

In this unit you will consider how constructive feedback can be used to enhance learning in an online course. In a discussion based online course model, peer and instructor feedback are equally important. As you participate in online discussions, commenting to your classmates on their posts provides you with an opportunity to enhance your own learning by thinking about the content in terms of how others perceive and understand it. Responding to your classmates with substantive comments to their posts not only provides them with constructive feedback on their own learning and understanding of the material, but also provides you with the opportunity to test your own understandings of the material. Teaching and learning occur at the same time as you develop comments that others can use to enhance their own learning. In this tutorial, you will explore the effects of good feedback and its importance in online learning.

Unit 7 Using Self Reflection to Enhance Learning

Another component used in online learning courses to enhance your learning experience is self-reflection. Reflection is a powerful tool for learning and professional growth. In an online course, participation in discussion requires you to reflect on your knowledge and learning in order to construct a substantive post or response to your peers. Through your initial discussion posts and in your responses to others, your own thoughts on the content and its relevance to your situation are constantly being self-assessed through reflection. As you learn more, your confidence about the content grows, as does your ability to apply it in your teaching practice. There are many levels of significance for what you learn. The significance depends on how the learning impacts you in ways other than increasing knowledge or skills. In this tutorial, you will explore the importance of self-reflection to significant learning.

Self Paced Tutorial Goals

After completing this tutorial, you will be able to:

- Identify your strengths and weaknesses in terms of your readiness for online learning
- Understand the expectations for participation in an online course begin to develop the habits necessary to meet them.
- Increase your proficiency with using an online delivery system, and be able to fully participate in an online course using that delivery system.
- Understand how discussion-based online courses are organized.
- Understand the value of using a discussion based model for online courses.
- Identify ways in which discussion can enhance learning.
- Understand the richness of online content available in all five core curricular areas.
- Recognize that online content is available at a wide range of understanding and ability levels.
- Identify rich sources of online content available for online learning.
- Appreciate the value of peer discussion in adding relevance and authenticity to content.
- Understand the importance of participation in threaded discussions for teaching and learning.
- Identify strategies to enhance and deepen discussions in the online environment.
- Understand how projects involve learners in applying the knowledge they are learning.
- Understand how content application improves engagement for learners.
- Identify some strategies for creating and doing projects online.
- Understand how constructive feedback is used to enhance learning.
- Understand that participants in online courses must both give and receive feedback from instructors and classmates alike.
- Identify strategies for giving and receiving feedback that deepens understanding and learning.
- Identify strategies for using reflection to enhance learning.
- Understand the importance of self-reflection in online learning.
- Use reflection in your professional teaching and learning practices.



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Self Paced Tutorial Expectations

This 7 unit tutorial takes a look at several aspects of online learning. Each unit includes readings and activities that will build knowledge. Each unit ends with a short quiz which will help to assess your understanding at the end of the unit. The results will serve as a record of your participation and professional growth in these content areas.

The estimated time for the completion of each unit is approximately ninety (90) minutes. Some may finish more quickly, while other may require a bit more time to complete. The content of each unit was compiled and developed to have a ninety (90) minute average completion time. Successful completion of the tutorial will earn you ten (10) hours of professional development.

The tutorial is pass/fail, but you are expected to read all the materials and successfully complete the unit quizzes in order to earn a *Certificate of Completion*.

Access to this tutorial and the materials provided will remain available to you after you have completed the assignments and earned your certificate of completion. You may return as often as you like to review and access the resources provided.

Participation and progress will be reviewed and assessed after the Notice of Completion is submitted. After submission of each unit assessment quiz, the tutorial Gradebook will reflect the grade for the submitted quiz.

In order to receive a *Certificate of Completion* at the end of the tutorial, you must earn a passing grade of 60% or more on the tutorial quizzes, earning at least 420 out of 700 points. Each 100 point quiz contains five questions, each worth 20 points.