



Designing Effective Guides for Online Teaching

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Abstract:

Creating effective online teaching guides was identified as a need to assist the development of staff digital literacy as current guides were mostly focused on the options of a tool rather than achieving a certain teaching task. Using a constructivist approach to learning, a format for guides was created using a standard layout that established key knowledge with minimal jargon and structured learning using icons to prompt users to reflect on the applications of the skills used during a task. With a focus on enabling course convenors to achieve online teaching tasks this new format was trialled through a weekly email distributed to the course convenors within the School of Public Health and Community Medicine. The guides included in each email were selected to present tasks that were relevant to the time of the teaching period and build on the knowledge and skills used previously. Feedback from course convenors on the usefulness of the guides was generally positive and enabled a number of course convenors to achieve the desired teaching tasks. The guide format created is being expanded to cover more teaching tasks and will be distributed to a greater audience for the next teaching period.