5 Essential Tips to use.... RIGHT NOW for Excellence in Online Educating

1 Syllabus

- A roadmap learners can follow forward and back.
- Elements include:
  1. Measurable course objectives based on course description.
  2. Assignments learners use to demonstrate mastery of course objectives.
  3. Clearly outlined process for completing each assignment.
  4. Grading rubric for each assignment.
  5. Session objectives, which are mastered through the session activities, and facilitate the attainment of course objectives.
- Weighted grades, the weight of which are determined by the number of hours it takes to complete the assignment proportional to the total number of course hours.

2 Assignments

- May include discussions, research papers, performance-based assessments, tests, quizzes and presentations.
- Whether scaffolding or chunking you are providing feedback throughout the process.
- **Scaffolding** means that you provide supports throughout the process of assignment completion. Some supports are:
  1. Providing an outline format.
  2. Generating a table for organizing research themes.
  3. Diagram for dissecting a journal article.
- **Chunking** is when you break the assignment down into smaller segments. These *segments* are submitted throughout the semester.
  Session 1: Submit research topic and 5 resources.
  Session 2: Submit outlines for the 5 resources.
  Session 4: Identify and submit a list of 5+ themes from the research.

3 Rubrics

- Take the subjectivity out of grading! Rubrics are a tool for grading any open-ended assignments.
- **Criteria:** List of required elements in an assignment.
- **Indicator:** Clearly describes how to achieve each score for all criteria.
- **Score:** The numerical value of each indicator.
- Start with perfection! Create the indicators for the highest score first, then work backwards!

4 Feedback

- Feedback is interwoven with Assignments and Rubrics.
- Effective feedback is specific and actionable.
- Once learners receive your feedback they will be able to make improvements.
- **Cloud Based Feedback:** Learners submit the link to the assignment, you provide feedback using the mark-up or comment tools in real-time feedback loop.
- **Video Feedback:** Screen record and narrate your recommendations while reviewing the document or grading the assignment with the rubric.
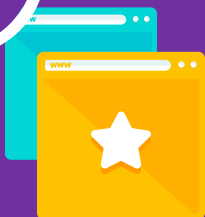
5 Interactive Content Resources

- Items you identify to provide the requisite knowledge to master the session and course objectives.
- Presented in the form of text, video, or audio.
- Chunk and scaffold resources to help clarify their purpose and increase engagement.
- **Example:** You can post a video or podcast and embed questions or audio comments.
- **Example:** Provide guiding statements within an article to focus learners attention and then use online annotation tools to mark-up the article.

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5 Syllabus

Points on Your Roadmap to Success

An in-depth syllabus is a roadmap a learner can follow forward and back.

Session Objectives

- Linked to Mastery of Course Objectives
- Learning Outcomes for Every Session
- Activities Illustrate Mastery
- Earn Badges When Completing Tasks

Assignments

- 3 to 5 Significant, Weighted, Assignments
- Includes Discussion Board & Participation
- Scaffolding & Chunking into Segments
- Multiple Opportunities for Feedback

Measurable Objectives

- Developed Using Course Description
- Attainable
- Assignments Demonstrate Learner Mastery
- Symbiotic Relationship Between Objectives and Assignments

Every Session

- Activities
- Interactive Content & Resources
- Segmented Assignments
- Discussions

Standard Content

- Course Description
- Email Response Policy
- Course Schedule
- Grading Policy

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Assignments

Assignments determine if learners are grasping & retaining the most important knowledge and skills.

Theory of Cognitivism

Chunking

Breaking larger assignments down into smaller "chunks," which are submitted throughout the semester. Learners are able to retain more information and skills when they are presented in segments, preventing overload on their working memory.
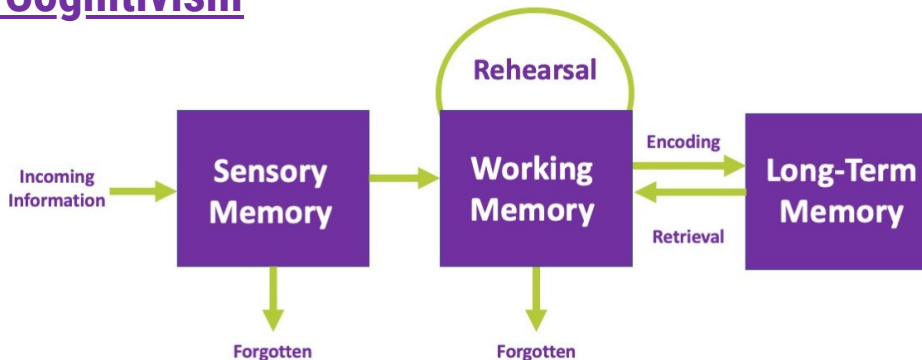
Theory of Constructivism

Scaffolding

Provide additional resources for each step of the assignment completion process. Including:

- *Models*
- *Picture and Video Tutorials*
- *Graphic Organizers*
- *Formatting Guides*

Example: Research Paper Preparation

	Chunking	Scaffolding
Session 1	Identify a topic	List topics discussed throughout the course to choose from.
Session 2	Research relevant resources	Provide models of acceptable resources and where to find them.
Session 3	Identify relevant themes	Model the process of identifying relevant information from different sources. Establish possible outlining methods and supplying formatting guides.
Session 4	Create a thesis statement	Provide a guide for formatting information for combining notes by theme. Practice identify relevant themes throughout course. Create a step by step guide for identifying themes.
Session 5	Begin writing the body	Provide an exemplar, formatting instruction, or annotated guide.

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Rubrics
Take the guessing out of grading!

Grade Description

Objective **Tool** Score

Criteria

Indicators **Expectations**

Table Rubric

📝 **Rubric**

A rubric is tool utilized in the process of grading any open-ended assignments. This includes essays on assessments and discussion boards.

🔢 **Score**

The relative value of each indicator.

🎯 **Indicator**

A description of the degree to which the criteria should be incorporated in an assignment.

🎯 **Criteria**

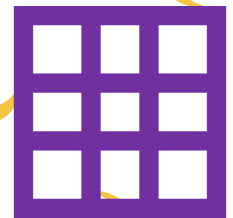All of the required elements of an assignment that will be assessed.

Hint:
Start with the highest scoring indicators first & describe the perfect assignment!

Rubric
Score

Criteria

Indicator

Example Rubric
Argumentative Research Paper

Criteria	1	2	3
Thesis Statement	Thesis statement is difficult to identify but the general purpose of the paper is present and is supported by the evidence OR conclusion.	Thesis statement is present and is supported by the evidence OR conclusion.	Thesis statement is clearly presented and is supported by the evidence and conclusion.
Writing Style	Author utilizes correct jargon, and the author's purpose is not evident because of extraneous details.	Author utilizes correct jargon, and the purpose is evident, BUT the flow of the paper is obscured by extraneous details.	The content of the paper is clear and concise, correctly utilizes jargon, and all information presented is directly linked to the author's purpose.
Argument	Author's argument is NOT linked to thesis statement NOR purpose. Some evidence is relevant to establishing the validity of the author's position and reasoning.	Author's argument is NOT linked to thesis statement BUT does support author's purpose. Most evidence is relevant for establishing the validity of the author's position and reasoning.	Author's argument is linked to thesis statement and purpose. Relevant evidence is provided to establish the validity of the author's position and reasoning.

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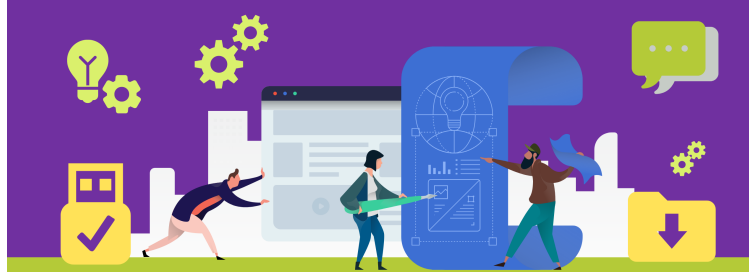
5 Feedback
Ways to Revise Your Recommendations

01 Purpose
Specific, Actionable, & Timely

Effective feedback is specific and actionable. Learners need to know where the feedback applies and how to make the changes. In order to implement your feedback learners need time to make the changes.

02 Interwoven
Assignments & Rubrics

What's your feedback based on? Generally, you will be providing feedback on open-ended assignments. When using the chunking and scaffolding strategies you have multiple opportunities to provide feedback based on the rubric throughout the semester. This gives learners ample opportunity to make improvements.

03 Delivery
Tone & Content

Feedback is NOT a list of mistakes. It provides guidance for learners' improvement. When providing feedback consider how it will be received. Identify learners' strengths and explain how they meet your expectations. Reference this strength when explaining where changes need to be made within the assignment.

### 04 Commenting
Use the Tools

As opposed to providing a narrative at the end of the assignment, markup tools have ability to provide feedback in specific locations. Learning management systems have markup and commenting tools within the grade center. Additionally, most word processing programs and cloud based platforms also have these tools.

05 Narrated Screen Recording
Show Your Thinking

Do you have limited time to provide consistent feedback? Try screen recording technology. Whether utilizing computer software or a web browser plugin, narrated screen recordings help learners understand how you are using the rubric to evaluate their work. Your narration doesn't need to be perfect. Just narrate your process as you review their work. This also builds a sense of connection between you and the learner.

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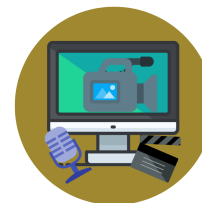
Chunk

Break readings, video, and audio into shorter segments. Have learners complete an activity as they consume the necessary content for reaching the session and course objectives.

Video

Instead of just posting a video, have learners interact with the content. Embed guiding questions learners need to respond to within the video. This method enables you to review their understanding in real-time.
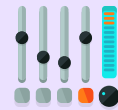
Podcast

Keep learners engaged by turning your audio into video. Include visuals pertinent to the content of the audio. Also indicate when learners should pause the video to answer embedded and narrated guiding questions.

Interactive Content & Resources

Voice Over

HTML Podcast Video

Website Real-Time Audio

Embed Poll Narrated Image

Voice Notes Mind Map

Collaboration

Markup

Have learners markup articles using online annotation tools. Learners can highlight important information and summarize their understanding in a comment. Quickly review their annotations to see if they understand the purpose and importance of the text.

Scaffold

Provide graphic organizers, guiding questions, or an outline to complete while reviewing the session materials. This enables learners to focus on the most important points. Utilizing online call response technologies enables you to review learners' understanding in real-time.

Embed

When implementing online resources, outside of the learning management system, you should embed these resources within the session folder. This is especially important for keeping the learners within the course and maintaining the flow of the session.

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