

Post Graduate Certificate in HE Pre-Observation Planning Form

Lecturer's name **David Jeckells**. Observer's name **Peter Rowlett**

Date **14 May 2008**

Venue **LLR Training Room**

Module **AHE VLE Training**

Learner group **SoE Staff & A&H Geog staff**

Number of learners **10**

Time of observation **13:00 – 14:30**

Main teaching method **Presentations, & Whole Class Workshop & Tutorial activities & Informal formative assessment**

Aims of the session: **Basic orientation and understanding of key concepts of N-O-W**

Learning outcomes to be achieved during this session

Knowledge and understanding

- To explain the most radical content difference between the old VLP and the N-O-W VLE.
- To describe methods of uploading content
- Explain the most appropriate ways to structure VLE content
- To understand that HTML content can be created within the VLE

Transferable/Key skills and other attributes

- The ability to navigate around the new VLE
- Ability to upload content to the Edit Course > Files area
- To plan the structure of content within the online Module/course offering
- To be able to create Units of Learning
- To be able to create Topics of content within Units
- The skill to create HTML Editor content as a Topic

Learners – give a brief description of why you know about them

- PGCE Secondary Strand Leaders, (some with experience in elearning , others less so), colleagues in the School of Education.

Teaching methods rationale: appropriateness to the required aims and learning outcomes, learner needs, subject content, resource availability and equal opportunities

- Overview: Provides background information and sets the context for the session

- Orientation: A brief visual tour of the new VLE, allowing students orient themselves.
- Presentation on Content Management: provides an overview of the new concepts for VLE content management. Introduces new ideas in theory prior to showing in practice.
- Overview on Accessibility and Copyright issues: Reinforces awareness of what should be familiar ideas.
- Overview on Basic Onlineness: Introduces concept of best practice for content within the new VLE
- Hands- on: students put into practice concepts they have learnt in the previous sections. Reinforces ideas & concepts
- Models of good practice: A visual tour introducing good practice for structuring content in the VLE. Shows concepts in practice and allows students to explore the differences
- Tutor Swap for last few items.
- Self-assessment: Provides formative feedback on concepts and practices learnt during the session.
- Survey: Provides feedback to the tutors on the success of the teaching session

Timed session plan: structure and content

1. Introduction ,Brief overview and outline of the session (5 mins)
2. Migration – Tutorial/Workshop (10 mins)
3. Orientation – Web Tour (10 - 15 mins)
4. Content Management in N-O-W (15 mins)
5. Accessibilty & Copyright - Presentation (10 mins)
6. Hands-on – Tutorial/Workshop (15 mins)
7. Models of Good Practice – Web Tour (10 mins)
8. Communication – News – Web Tour (5 - 10 mins)
9. Module management (5 - 10 mins)
10. Self-assessments & Survey for feedback (10 mins)
11. Playtime – staff self-exploration (upto 1 hr)

Opportunities for learner participation and learner interaction in the session, and learner feedback on the session.

- In-session questions encouraged
- Small tasks to reinforce understanding of concepts
- Individual hands-on exploration of the VLE Tools
- Survey: Provides feedback to the tutors on the success of the teaching session

Assessment: how I will identify the extent of the student's learning during this session.

- Self-assessment: Provides formative feedback on concepts and practices learnt during the session. Systems stores results provides reporting on students

Particular aspects that I would like feedback on related to my own development as a teacher?

- Clarity of presentation & delivery.
- Use/effectiveness of multiple short presentation & Activity sessions
- Concise & understandable concepts.
- Opportunity for student feedback
- Summary