Best Practice Guide for Digital Tutors

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Module 1: Digital Strategies

A good digital strategy aims to **identify weaknesses** in the way the organization approaches digital and **aims to overcome these weaknesses** through action.

Digital Strategies

- ❖ **Define Tutors' goals and expectations**

- ❖ **Know the technology tools**

- ❖ **Steps to build an online course**

- ❖ **Expect the unexpected and remain flexible**

- ❖ **Set clear expectations for the course**

- ❖ **Establish a sense of comfort and develop a community of learners**

Module 2

Personalized learning

Personalized learning means tailor-made instruction and expression of learning and assessment to each student's unique needs and preferences. While one-to-one instruction geared towards the strengths and challenges of each student has always been an ideal, only in recent years has technology allowed it to become a reality in education.

Personalized learning

Sub chapters

- ✓ **Turn the classroom into a personalized learning meeting individually students' needs.**
- ✓ **Best tools and practices to make teaching unique and applicable to each student's needs.**
- ✓ **Innovative tools**

Personalized learning

- ✓ ***Turn the classroom into a personalized learning meeting individually students' needs.***

- ➢ Learn from others

- ➢ Use the technology you know

- ➢ Let your students make their own choices

- ➢ Choose the best content delivery method

- ➢ Assess in a different way

Personalized learning

✓ *Best tools and practices to make teaching unique and applicable to each student's needs.*

▪ Individualization of learning, support of the learner's autonomy

▪ Encouraging students to use **Open Educational Resources** (OER) – materials available on the Internet with the possibility of their further use

▪ changing the emotional and motivational attitude to the learning process

Personalized learning

✓ *Best tools and practices to make teaching unique and applicable to each student's needs.*

➢ **Self-paced learning/self-directed learning**

➢ **Time-shifted learning/flipped learning**

➢ **Collaborative learning**

➢ **Asynchronous teaching model**

Personalized learning

✓ *Innovative tools*

- **VLE** or *Virtual Learning Environment*

- **Massive Open Online Courses** (*MOOC*)

    Mindmeister

    Mentimeter

Module 3: Communication

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Communication in the classroom is one of the most important things as it helps learners to learn effectively. Many studies have shown that the key to the success of both learning and teaching, is 50% knowledge and 50% communication skills.

There are mainly **four types of communication**:

● <u>Verbal communication</u>: receiving or sending information through languages using sounds.

● <u>Non-verbal communication</u>: sending information without words through body language such as gestures, facial expressions, posture and even the tone and pitch of the voice.

● <u>Written communication</u>: receiving or sending information through any type of writing.

● <u>Visual</u>

Communication

This module will cover:

- Communication engagement between tutor and learner

- Why effective communication is required in an online class

- Communication guidelines

Communication

Tips to achieve an effective communication

- Give your students clear information on how they can contact you in case of doubts (e-mail, Microsoft Teams, Zoom, etc.) and specify how long they will have to wait for the answer (maximum 24 hours, maximum 2 days, etc.)

- Use Zoom (https://zoom.us/) to create rooms in which students can discuss in small groups

- Give your students detailed feedback

- Express yourself clearly since nuances cannot be communicated well via text

Module 4: Evaluation

This module will cover-

● Evaluation techniques for learners and tutors.

● Self-reflection.

● Setting goals and expectations for learners' support.

● Best practices for evaluation.

Evaluation

Evaluation is a vital step in learning and should be carried out at regular intervals.

There are **five main types** of evaluation:

- Formative – Undertaken during learning to help shape what you deliver

- Summative – judges the learning using standards already established.

- Process – During and after learning to gauge how the learning is being undertaken, identifying what is/went well and how it may be improved

- Outcome – Measuring what happened due to the learning

- Impact – A broader evaluation relating to a long-term impact

Evaluation

Evaluation techniques

- Online quizzes (true/false, single/multiple select, multiple-choice, etc.).
- Drag-and-drop activities (matching, dropdown, etc.)
- Open-ended questions
- Essay questions
- [Online polls/surveys](#)
- Online interviews
- Dialogue simulations
- Game-based learning activities
- Peer evaluation and reviews
- Discussion/forum posts
- Fill in the blanks
- Crossword or puzzles

Evaluation

"Self-reflection is a process by which you grow your understanding of who you are, what your values are, and why you think and act the way you do."

Self-reflection is a way of evaluating yourself, and in this instance your teaching, and encouraging your students to reflect on their learning.

A self-reflection can include:

- A list of accomplishments
- Goals achieved
- Goals not achieved
- Plans for the future

Evaluation

Benefits of self-reflection:

- Better Perspective

- Work on dedicated goals

- Identify areas for improvement

- Higher self esteem

- Better work performance

- Challenge your thinking

- Recognize change

- Track your progress

Evaluation

Setting goals and expectations for learners` support

When setting goals, the tutor must ensure these are suitable for the learner. They are devised to motivate and guide learners to their ultimate goals.

When setting goals these should be SMART

- S – SPECIFIC

- M - MEASURABLE

- A – ACHIEVABLE

- R – REALISTIC

- T – TIME BOUND.

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