

Practical procedure and criteria for the planning of distance/online learning

The webinar programme on
ICT IN PEDAGOGY

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● ● Overall design of a teaching unit

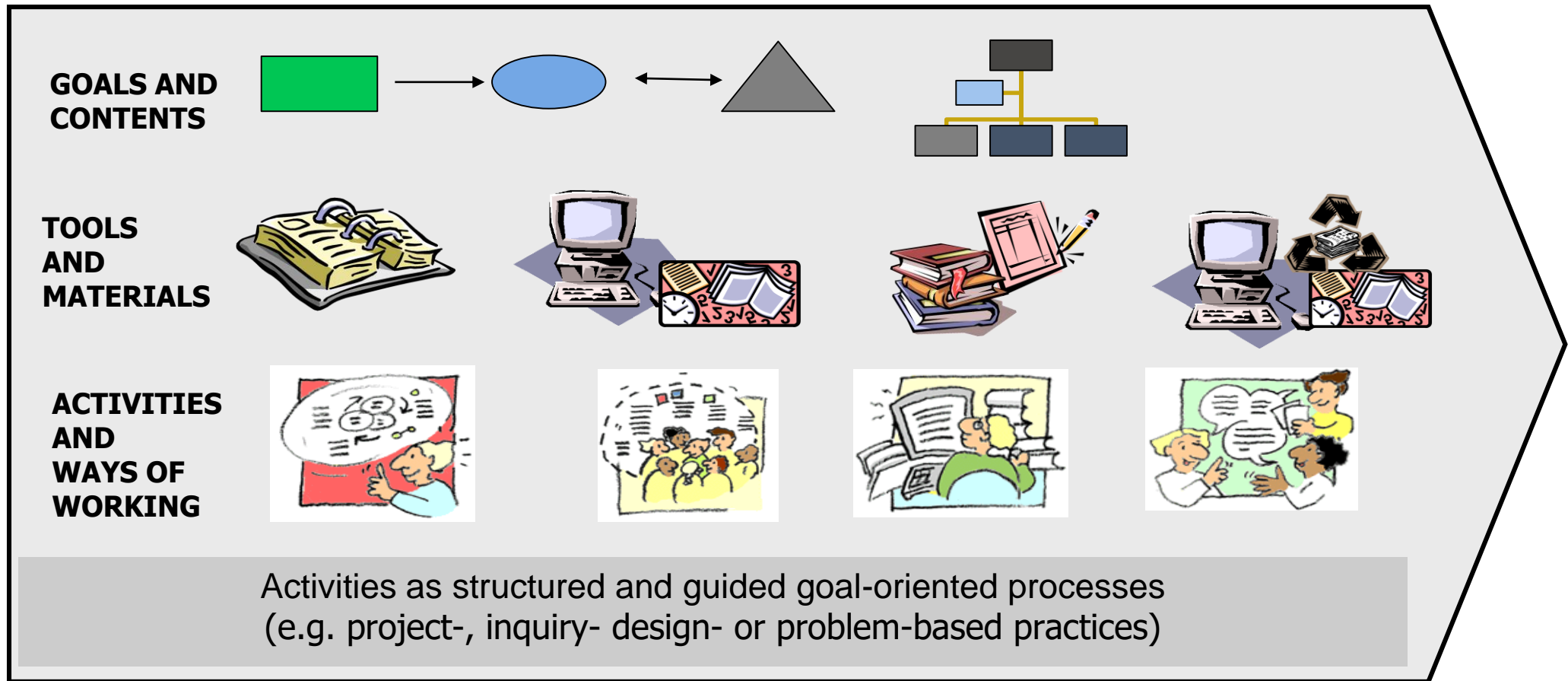
First: a teaching unit is one or more lessons in which the topic of a subject is the same and which concentrates on teaching that topic.

Second: before starting to plan the unit, decide the key pedagogical approach: what kind of learning you want to support? What are the goals of the unit? Remember also general competencies, such as presentation, communication or group work skills.

Planning consists of the following issues:

1. Structure and phases of the working process, main activities and assignments, timetable and the learning material
2. Guidelines for studying
3. Online learning environment and digital tools (started in webinar 2, continues now)
4. Collaboration with peers (webinar 4)
5. Teacher guidance (webinar 4)
6. Assessment (webinar 5)

Long-term and holistic tasks produce meaningful learning experiences and develop skills in a variety of ways



● ● Online environment and digital tools

- What kind of main online platform is in use? For what kind of activities you use it: e.g., for sharing schedules, instructions and materials, receiving students' outcomes, collaborative work. What other digital tools and applications will be used, and why?
- How do you organize guidance of digital technology? Teach students at least the bare minimum about technology such as communication and navigation. Make sure that learners
 - know how to start a network connection and connect the computer to it,
 - have the necessary equipment to do the tasks,
 - know how to use the applications and the platforms in use,
 - know the rules for working online,
 - know how to make and find recordings as well as make and return tasks.
- In case of technical problem situations: communicate the names and phone numbers of you and/or support persons in advance. If possible, problem situations are solved with the support staff in the background.

●● General guidelines for students

Ways of working in online studying

- Overall structures and schedules
- Ways of meeting and communicating
- How to study at home, incl. breaks
- Instructions for using digital tools
- How to contact the teacher
- What to do in problems

Rules for online sessions

- Presence, use of names
- How to ask to speak
- Use of microphone and camera
- Use of chat
- Sharing the screen
- Working in breakout rooms

Clear guidelines and timetables for each lesson/school day/study unit

- Goals and contents
- Timetable, process progression and deadlines
- Task instructions
- Ways of working (individual work or group work, etc.)
- Tasks in online session
- Homework assignments and checking them
- Assessment and assessment criteria

Short and understandable guidelines in written format, possibly in video format for smaller students

The importance of good preparation for online teaching

- Prepare the necessary materials = instructions, description of the implementation of the studies, schedules, lectures, assignments, etc.
- In distance learning, the teacher's time is spent much more on planning and preparation than on the teaching situation itself, because a greater part of the learning support is transferred to the tools and materials.
- Online implementation can, of course, be adjusted on the fly, but the more you have to correct afterwards, the more confused the students will be.
- However, do not try to prepare all details in advance - the preparations can be done one day, one week or one work phase at a time, which gives flexibility.
- Co-planning and co-teaching with colleagues reduces the burden of organising online teaching for an individual teacher.