

Online Teaching and Learning Resources

TRU Centre for Teaching and Learning

House of Learning 218

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I. What Do I Need to do to Prepare to Teach a Course?

What are objectives, goals, and outcomes?

- Introduction to developing student learning goals, University of Colorado document: http://www.colorado.edu/sei/documents/Learning_Goals-Geology.pdf
- MIT teaching and learning laboratory document about learning objectives: <http://web.mit.edu/tll/teaching-materials/learning-objectives/index-learning-objectives.html#writing>
- University of Connecticut assessment primer document (goals, objectives and outcomes): <http://assessment.uconn.edu/primer/goals1.html>

What is a course syllabus and how to I create one?

- TRU course outline document: http://www.tru.ca/_shared/assets/CourseOutline961.doc

What is a lesson plan outline?

- TRU lesson plan document: http://www.tru.ca/_shared/assets/2009_unit_plan_outline_pdf6278.pdf

What Do I Need To Do When I Meet My Class For The First Time?

How do I make the students comfortable?

- Video about welcoming students on the first day: <http://www.celt.iastate.edu/teaching/video/welcoming.html>
- Video about first day tips for teaching a large class: <http://www.celt.iastate.edu/teaching/firstday.html>
- Video about establishing a respectful classroom environment: <http://www.utexas.edu/academic/ctl/largeclasses/#respectful>

What is an ice-breaker?

- Ten fun introductions for day one: <http://adulted.about.com/od/icebreakers/tp/10-Fun-Introductions-For-Day-One.htm>

What do the students want to know?

- Video about clarifying classroom procedures: <http://www.celt.iastate.edu/teaching/video/classroom-procedures.html>
- Video about handing in papers in a large classroom: <http://www.celt.iastate.edu/teaching/video/handing-in-papers.html>

How to review the course syllabus and introduce the textbooks

- Video about introducing the course syllabus and note taking: <http://www.celt.iastate.edu/teaching/video/syllabus-notetaking.html>

How Do I Motivate Students?

General principles:

- Motivating Students by Barbara Gross Davis: <http://teaching.berkeley.edu/bgd/motivate.html>
- General Principles of Motivation by Matthew Weller: <http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/motivate.htm>

- Motivating Students -Eight Simple Rules for Teachers:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/motiv8rules.htm>
- Motivating the Unmotivated by Ronald W. Luce:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/unmotiva.htm>
- Dealing with Disengaged Students by Kellye Whitney:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/disengagedstu.htm>
- Principles of Adult Learning by Stephen Leib:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/adults-2.htm>
- They're Not Just Big Kids: Motivating Adult Learners:
<http://frank.mtsu.edu/~itconf/proceed01/22.html>

II. Important Classroom Considerations

Aboriginal Students:

- Link to TRU's services for Aboriginal students:
<http://www.tru.ca/studentsservices/aboriginal.html>
- Link to TRU's Handbook for Educators of Aboriginal Students:
http://newsroom.blog.mytru.ca/files/2011/02/ALBAA_handbook.pdf

International Students:

- Link to Internationalization of the Curriculum:
http://www.tru.ca/ctl/faculty_development/internationalization_curriculum.html
- Link to TRU internationalization internal workshops:
http://www.truworld.ca/internationalization/internal/workshops_tru.html

III. Effective Teaching Strategies

How Do I Teach a Large Class?

How can I get students involved?

- Video about think-pair-share activity for the large class:
<http://www.utexas.edu/academic/ctl/largeclasses/#thinkpairshare>
- Video about implementing interactive activities in a large class to build community:
<http://www.celt.iastate.edu/teaching/video/interactive-activities.html>
- Video about interacting with students in a large class:
<http://www.utexas.edu/academic/ctl/largeclasses/#interacting>
- Handout about some informal writing activities for a large class:
<http://www.utexas.edu/academic/ctl/largeclasses/#informalwriting>

How Do I Conduct an Effective Discussion?

What skills are necessary for an effective discussion?

- Video about managing a discussion in a large class:
<http://www.celt.iastate.edu/teaching/video/managing-discussion.html>

Questioning

- Asking and Answering Questions article by William E. Cashin:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/askquest.htm>
- Effective Techniques of Questioning:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/effquest.htm>

- Types of Questions Based on Blooms Taxonomy:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/questype.htm>

What are some ways to start a discussion?

- Facilitating a Case Discussion:
<http://www.utexas.edu/academic/ctl/largeclasses/#facilitatingcasediscussion>

What are some of the possible barriers to a discussion?

- Effective Communication: Barriers and Strategies:
http://cte.uwaterloo.ca/teaching_resources/tips/effective_communication_barriers_and_strategies.html

How can I encourage students to participate in a discussion?

- Working with Shy Students: <http://teaching.berkeley.edu/shystudents.html>
- Video about using clickers to stimulate large class discussion:
<http://www.utexas.edu/academic/ctl/largeclasses/#clickers>
- Video about interacting with students in a large class:
<http://www.utexas.edu/academic/ctl/largeclasses/#interacting>
- Four S Team Discussion Activity:
<http://www.utexas.edu/academic/ctl/largeclasses/#4sactivities>

What do I do with the student who monopolizes a discussion?

- Difficult Behaviours in the Classroom article:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/behavior.htm>

What if I assign a reading and the students have not read it before the discussion?

- Teaching Critical Reading (five part strategy to get students to read):
<http://www.yorku.ca/laps/sosc/Foundations/TeachingCriticalReading.html>
- Free report (11 Strategies for Getting Students to Read What's Assigned) requires login:
<http://www.facultyfocus.com/free-reports/11-strategies-for-getting-students-to-read-whats-assigned/>
- 14 Tips to Getting Students to Read, article by Eric H. Hobson, Georgia Southern University:
http://www.theideacenter.org/sites/default/files/Idea_Paper_40.pdf
- Resources including motivating students to do assigned readings (Strategies for Faculty), Michigan State University:
<http://fod.msu.edu/OIR/Learners/how-to-learn.asp>

How do I conduct an online discussion?

- Facilitating Online Discussions:
http://tlc.ucalgary.ca/facilitating_online_discussions

How Do I Conduct an Effective Lecture?

- Delivering a Lecture by Barbara Gross Davis:
<http://teaching.berkeley.edu/bgd/delivering.html>
- The Do's and Don'ts of Effective Lectures:
<http://www.columbia.edu/cu/tat/pdfs/lectures.pdf>

- Ten Ways to Make Your Teaching More Effective: <http://teaching.berkeley.edu/tenways.html>
- Public speaking tips: <http://teaching.berkeley.edu/docs/speakingtips.pdf>
- Nine Things Students Complain about on Evaluation in Lectures: <http://teaching.berkeley.edu/ninecomplaints.html>

When should I use a lecture and how do I plan a lecture?

- The Lecture Class: <http://teaching.uchicago.edu/tutorial/lecture.shtml>

How do I prepare students to learn from a lecture?

- How to take Lecture Notes: <http://www.wikihow.com/Take-Lecture-Notes>

How do I use PowerPoint?

- Video about Savvy (non) Uses of PowerPoint: <http://www.utexas.edu/academic/ctl/largeclasses/#powerpoint>
- How Can I Use PowerPoint More Effectively? http://www.ttc.ttu.edu/teach/TLTC%20Teaching%20Resources/using_powerpoint.asp
- Active Learning, The Potential of PowerPoint: <http://www1.umn.edu/ohr/teachlearn/tutorials/powerpoint/lecturing/index.html>

Teaching with Student Groups: Teaching with student groups range from formal, long term activity to informal, short term activity.

Team-Based Learning (formal, long-term)

- What is team-based learning?
12 minute video about team-based learning (identified in Team-Based Learning: Michaelsen, Bauman Knight, L. Dee Fink): TBL website: <http://www.teambasedlearning.org/> Actual video about TBL: <http://www.utexas.edu/academic/ctl/largeclasses/#tbl>
- The Essential Elements of Team-Based Learning by Larry K. Michaelsen and Michael Sweet.: <http://medsci.indiana.edu/c602web/tbl/reading/michaelsen.pdf>
- FAQ's about Team-based learning from the Team-Based Learning Collaborative website (if clicking on question does not work, use scroll button to go to questions at the bottom of the page): <http://www.teambasedlearning.org/FAQ>

Informal Small-Group Strategies (informal, short-term)

- Getting Started: Informal Small Group Strategies in Large Classes by James L. Cooper and Pamela Robinson: <http://www.skylight.science.ubc.ca/~skylight/cooper2.pdf>
- From the Teaching Sexual Health.ca website identifying small group strategies advantages, procedure, types of activities, assessment, and tips for using small groups: <http://www.teachingsexualhealth.ca/teacher/lessonplans/smallgroup.html>

Assessing Student Performance in Groups

- Top Ten Tips for Assessing Student Performance from San Francisco State University:

<http://ctfd.sfsu.edu/feature/top-ten-tips-for-assessing-student-performance.htm>

Student Roles in Group Work

- Five key elements of working in groups, project roles, and discussion roles:
<http://serc.carleton.edu/introgeo/cooperative/roles.html>
- Meeting strategies to help prepare students for group work:
http://cte.uwaterloo.ca/teaching_resources/tips/meeting_strategies_for_groupwork.html
- Implementing group work in the classroom (designing, introducing, monitoring, and ending group work):
http://cte.uwaterloo.ca/teaching_resources/tips/implementing_group_work_in_the_classroom.html

What are Learning Communities?

- TRU Centre for Teaching and Learning link:
http://www.tru.ca/ctl/learning_communities.html

What is Service Learning?

- TRU link:
<http://www.tru.ca/business/programs/degrees/bba/dbe.html>
- What is service learning:
<http://www.celt.iastate.edu/ServiceLearning/basics.html>

How Do I Provide Students with Feedback on Their Work?

- How to Provide Constructive Feedback that won't Exasperate Your Students:
<http://www.columbia.edu/cu/tat/pdfs/feedback.pdf>
- How to Receive and Give Effective Feedback:
http://cte.uwaterloo.ca/teaching_resources/tips/receiving_and_giving_effective_feedback.html
- Effective Communication: Barriers and Strategies:
http://cte.uwaterloo.ca/teaching_resources/tips/effective_communication_barriers_and_strategies.html

What is TRU's policy if a student wants to appeal their grade?

- Make the Grade: the Facts about GPA and Academic Probation:
http://www.tru.ca/_shared/assets/make_the_grade11691.pdf

IV. Assessment and Measuring Outcomes

How do I assess the students' prior knowledge in my course?

- Center for Excellence in Teaching, University of Southern California, Assessing student learning:
http://cet.usc.edu/resources/teaching_learning/docs/teaching_nuggets_docs/4.1_Assessing_Student_Learning.pdf
- Recognize Who Your Students Are, Carnegie Mellon:
<http://www.cmu.edu/teaching/designteach/design/yourstudents.html#1>

How do I test and evaluate student learning?

- Provides a number of teaching resources from planning courses to assessing student work. Click on the appropriate link:
http://cte.uwaterloo.ca/teaching_resources/index.html?tab=1

How do I assign grades?

- TRU Grading System Policy:
http://www.tru.ca/_shared/assets/Grading_Systems5647.pdf
- Provides a number of resources for assessing quizzes, tests, and exams:
<http://tep.uoregon.edu/resources/assessment/testsgrading.html>

How do I choose the appropriate methods of assessment?

- Classroom Assessment Techniques by Thomas A. Angelo and K. Patricia Cross: <http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/assess-1.htm>

What are some methods I can use to assess learning?

- Quizzes, Tests, and Exams by Barbara Gross Davis:
<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/quizzes.htm>

How do I put together a test?

- Click on Assessing Student Work for information:
http://cte.uwaterloo.ca/teaching_resources/index.html?tab=1

What can I do to prepare students for writing a test?

- Allaying Students' Anxieties about Tests by Barbara Gross Davis:
<http://teaching.berkeley.edu/bgd/allay.html>
- How Can I Help Reduce my Students' Test Anxiety?
<https://tle.wisc.edu/solutions/evaluation/how-can-i-help-reduce-my-students-test-anxiety>

What is test anxiety?

- Mastering Exam Anxiety:
http://lss.athabascau.ca/counselling/exam_anxiety.php#what_is

When do I return test papers?

- How to hand exams back to your class by Howard E. Aldrich:
<http://www.unc.edu/~healdric/Workpapers/WP135.pdf>

What is TRU's policy when a student misses a test?

- TRU's exam policy link:
http://www.tru.ca/_shared/assets/Examinations5652.pdf

What is TRU's attendance policy?

- TRU's attendance policy link:
http://www.tru.ca/_shared/assets/Student_Attendance5641.pdf

What is PLAR (Prior Learning Assessment and Recognition)?

- TRU's link to PLAR:
<http://www.tru.ca/distance/services/plar-ol.html>

What Technology is Available for Teaching?

- Faculty/staff resources link:
<http://www.tru.ca/its.html>

How do I Use Technology in the Classroom?

What is a smart board?

- You Tube Smart Board Instruction Video:
<http://www.youtube.com/watch?v=Zlilu2c5E0o>

What is Moodle?

- http://www.tru.ca/ctl/learning_communities.html

What is a classroom “clicker” response system?

- Research Bulletin with overview, challenges, and suggestions for using clickers in the classroom:
<http://net.educause.edu/ir/library/pdf/ERB0403.pdf>
- Vanderbilt University, Center for Teaching (Derik Bruff) has compiled a bibliography of resources for classroom response systems “clickers”:
<http://cft.vanderbilt.edu/docs/classroom-response-system-clickers-bibliography/>

How Do I Get Help With Using Technology?

What is Media Services?

- TRU link to media services:
<http://www.tru.ca/its/mediaservices.html>
- Contacts:
<http://www.tru.ca/its/mediaservices/contact.html>

For learning management system support at TRU contact the following:

- For Moodle support and training: email d.baleshta@tru.ca
- For assistance with office computer software, printers and photocopiers:
Contact IT Service help desk <http://www.tru.ca/its/hdesk.html>
- For repair and maintenance of audio visual equipment: Contact Allen Boyda (local 5880) http://www.tru.ca/its/mediaservices/equipment_repair.html
- For audio visual booking: Contact Allen Boyda (828-5070)
http://www.tru.ca/its/mediaservices/equipment_loan_out.html

What Are Some Difficulties Students Face?

How do I deal with disruptive students?

- Problem Students and Disruptive Behaviour:
<http://teaching.berkeley.edu/problemstudents.html>

How do I deal with students who are failing?

- TRU link to Early Alert: http://www.tru.ca/student services/early_alert.html

How do I deal with students who need assistance with mental health issues?

- TRU counseling: <http://www.tru.ca/student services/counsel.html>
- TRU Wellness Centre link: <http://www.tru.ca/wellness.html>

- TRU campus resources link:
http://www.tru.ca/wellness/emotional/emotion_campus.html

What Is Academic Honesty? Academic honesty includes cheating, academic misconduct, fabrication, and plagiarism. TRU has a policy outlining the procedural flow and considerations.

- Link to TRU Academic Integrity policy (regulations and procedures):
<http://www.tru.ca/shared/assets/ed05-05657.pdf>
- TRU library home page for plagiarism with links to many additional resources:
<http://libguides.tru.ca/content.php?pid=83248>
- Ten Ways to Minimize Academic Dishonesty in Your Classroom:
<http://teaching.berkeley.edu/minimize.html>
- Preventing Academic Dishonesty by Barbara Gross Davis:
<http://teaching.berkeley.edu/bgd/prevent.html>

What Do I Need to Know About Copyright?

- Contact the Intellectual Property Office via email: copyright@tru.ca

What is Blended Learning?

General definitions:

- http://en.wikipedia.org/wiki/Blended_learning
- http://cte.uwaterloo.ca/teaching_with_technology/index.html?tab=1

What are the Ethics of Teaching?

- Ethical Principles in University Teaching: Link to 9 Principles:
<http://www.mcmaster.ca/3Mteachingfellowships/ethical-principles-document.html>

V. Additional Resources

University of Waterloo Centre for Teaching Excellence:

http://cte.uwaterloo.ca/teaching_resources/index.html?tab=1

University of Calgary Teaching and Learning Centre:

<http://tlc.ucalgary.ca/resources/library/>

Iowa State University Center for Excellence in Learning and Teaching:

<http://www.celt.iastate.edu/homepage.html>

University of Texas at Austin Center for Teaching and Learning:

<http://ctl.utexas.edu/>

Honolulu Community College:

<http://www2.honolulu.hawaii.edu/facdev/guidebk/teachtip/teachtip.htm>

Iowa State University:

- 101 Ideas for a Great Start:
<http://www.celt.iastate.edu/teaching/101ideas.html>

- Corly's top 15 Suggestions for Managing the First Week of Class to Enhance the Learning Environment:
<http://www.celt.iastate.edu/teaching/Top15.html>
- Ten Worst Teaching Mistakes:
http://www.celt.iastate.edu/teaching/ten_worst.html
- Seven Principles for Good Practice in Undergraduate Education:
<http://www.celt.iastate.edu/teaching/7principles.html>

University of Northern BC has a list of Teaching and Learning Centres for Canadian Universities at: <http://www.unbc.ca/ctlt/links.html>

Indiana University Bloomington Video series:
http://www.indiana.edu/~icy/media/de_series.html

University of Victoria:

- Teaching Assistants Overview and responsibilities:
<http://www.ltc.uvic.ca/servicesprograms/taprod/documents/OverviewofPrimaryTAResponsibilities.pdf>
- Teaching Assistant Tip Sheet:
<http://www.ltc.uvic.ca/servicesprograms/taprod/tatips.php>

University of California Berkley:

- Ten Ways to You're your Teaching More Effective:
<http://teaching.berkeley.edu/tenways.html>

Michigan State University

- <http://tap.msu.edu/teachingresources/>

Recommended Readings:

Bain, K. (2004). *What the best college teachers do*. Cambridge, MA: Harvard University Press.

Biggs, John (2003). *Teaching for quality learning at university: What the student does* (2nd edition). New York, New York: Open University Press.

Filene, P. (2005). *The joy of teaching: A practical guide for new college instructors*. Chapel Hill, NC: University of North Carolina Press.

Gross Davis, B. (2009). *Tools for Teaching* (2nd edition). San Francisco, CA: Jossey-Bass.

Lang, J. (2008). *On course: A week-by-week guide to your first semester of college teaching*. Cambridge, MA: Harvard University Press.

McKeachie, W. & Svinicki, M. (2010). *McKeachie's teaching tips, strategies, research, and theory for college and university teachers* (13th edition). Belmont, CA: Wadsworth.

McKeachie, W. J. & Svinicki, M (2006). *Teaching tips, strategies, research, and theory for college and university teachers* (12th edition). Belmont, CA: Wadsworth.

Michaelsen, L.K., Bauman Knight, A., & Fink, L. Dee. (Eds.). (2004). *Team-based learning: A transformative use of small groups in college teaching*. Sterling, VA: Stylus.

Valvoord, B. (2004). *Assessment clear and simple: A practical guide for institutions, departments, and general education*. San Francisco, CA: Jossey-Bass.

Valvoord, B. & Johnson Anderson, V. (2010). *Effective grading: A tool for learning and assessment*. San Francisco, CA: Jossey-Bass.