

## The Teach Online Toolkit

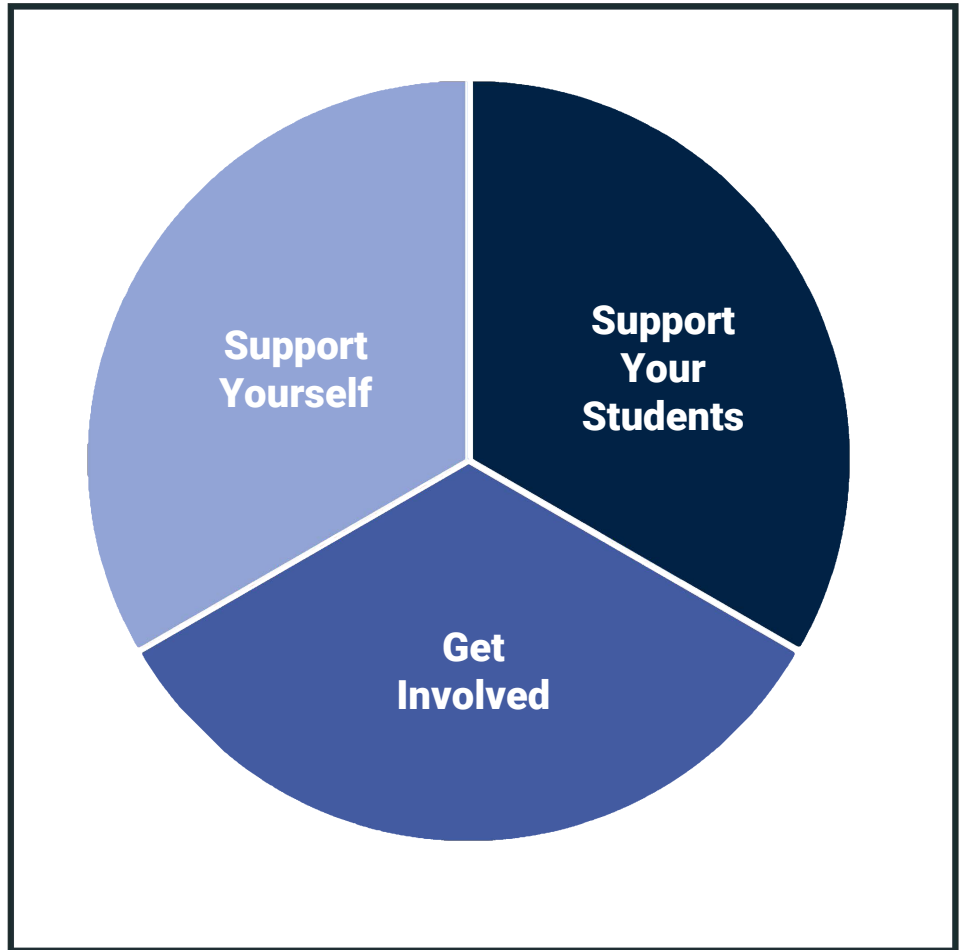
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### Week One: Getting Started

Support Yourself

Support Your  
Students

Get Involved



### **Support Yourself**

- Identify concerns
- Collaborate
- Research and try out solutions

### **Support Your Students**

- Communicate
- Support
- Connect

### **Get Involved**

- Celebrate success
- Model good behaviour
- Participate



## IDENTIFY YOUR CONCERNS

The Teach Online  
Toolkit: Week One

*Getting Started*

"Presenting to a camera"  
"Problems managing technology"  
"Keeping students engaged"

These are some common concerns about teaching online

*What are yours?*

Which are the concerns that worry you most?

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Which concerns are most urgent?

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Where could you find solutions – or who could you approach for support?

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## COLLABORATE AND BUILD A SUPPORT NETWORK

Use the chart below to help you identify and record useful contacts. Which of the concerns (identified on the previous page) could they help you with?

	Internal	External
Formal	IT support team or academic liaison librarian - - - -	International or national organisations for online learning and discipline specific societies - - - -
Informal	Colleagues and other contacts in your institution - - - -	Contacts at other institutions or from conferences, LinkedIn groups, friends of friends - - - -

## STUDENT SUPPORT CHECKLIST

Contact details for:

- IT support
- Study skills support

Teaching and Learning:

- Your contact details
- Response time (e.g. within 24 hours, 3 days etc)
- Alternative support routes – e.g. Teaching Assistants
- Office hours: times/day/how to book

It can also help to set students expectations on the basics. You could use frequently asked questions, an email, or a short introductory video depending on your style and preference:

- Will lectures be given live or be recorded?
- Which sessions are mandatory and which are optional
- Will students be expected to participate?





Get Involved

## GET INVOLVED

Later sessions will include techniques you can use to model best practice.

For now, consider how you feel about online teaching and learning:

How might this impact your student's experience?

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How might you identify and celebrate positives?

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