Tutors Manual

e-Learning course «Tutor Manual

Tutoring e-Learnings

This guideline describes in brief the mandatory tasks which have to be fulfilled when working as an e-Tutor in an e-Learning course. **This guideline is an obligatory and binding part of the contract between the training institution and the e-tutor.**

A. Before the course

a. You formally confirm that you are able to fulfill the following requirements:

1. **Technical** requirements:
   - ✓ PC or MAC with
     - Firefox, Safari or Chrome in up-to-date versions
     - Headset *[optional: a Web-Camera]*
     - Powerpoint (or Keynote) in up-to-date version
     - PDF Reader
   - ✓ Facebook account
   - ✓ E-mail account
   - ✓ Internet access
     - Daily access
     - Broadband or 3G
   - ✓ *[optional: Smartphone (Android or iOS, with Facebook App]*

2. **Organizational** requirements:
   - ✓ You formally confirm that you are able to allocate **enough time for the tasks** described in this guideline and that you are able to be online **once a day** during the course period
   - ✓ If applicable: You got permission by your employer to work as a tutor
   - ✓ If you are on a longer journey during the course time, you will use a smartphone with 3G to stay connected
   - ✓ Provide your photo and a short text for the „Staff" page of the course room

b. You as tutor have to perform the following tasks before the course starts:

1. Assist the training institution and the coordinating tutor in choosing participants

2. The coordinating tutor will provide the final list of participants you will be responsible for. The list contains:
   - ✓ Participants names and personal details
   - ✓ Usernames and initial password to the course room

✓ Empty fields which you will have to use to document the performance during the course. This participant's list is used as **PTS (Participants Tracking Sheet)**

✓ The PTS is the central course document and **you have to keep track of all participant's activities** here. The coordinating tutor will advise you where to store it (Google Drive, Dropbox…). You are responsible to keep a backup of the document.

3. Get in **contact with every participant** (by email) to
   ✓ Introduce yourself and inform about how participants can contact you
   ✓ Give a short outline what is expected from the participants:
      • Describe the general course layout (Study week, Collaboration week, Test)
      • Inform participants about the lessons of the particular unit and that they have to confirm with "Finish lesson" once they have read a lesson
   ✓ Submit the personal access data to the course room (Margraf Learning)
   ✓ Make clear what **participants are supposed to do as first duties.** Participants have to:
      • Login to the course room "Margraf-Learning"
      • Proceed to "Group" -> Edit personal data to personalise the initial password and to update the profile (biographical data and a photo)
      • Establish their own Facebook account (with your help, if needed)

4. Prepare the **"Performance Reporting"** in the course room:
   ✓ Enter all participant's names and e-mails from your list
   ✓ Add your name as "responsible tutor"
   ✓ Set participants status' to "active"

B. During Unit Week 1 (3, 5) *[Reading phase]*

1. Check the info participants entered in the course room and **keep track in the PTS (Participants records):**
   ✓ Profile (Data and Photo) complete?
   ✓ Lessons finished (have to be read during week 1 of the particular unit)?

2. Manage the general **Facebook-Course room** (generally provided by the coordinating tutor or the facilitator):
   ✓ Invite your participants to join
   ✓ Control whether participants show up in the FB-Group (whether they accepted the invitation) [*Remark: It is NOT needed have all participants as "Friends", if you do not want this*]
   ✓ Daily check whether there are questions from your participants. **You are responsible for the answers!** When in doubt, ask the coordinating tutor

3. Prepare the **discussion** in week 2
   - ✓ Provoke and identify content-related questions from your participants
   - ✓ Suggest minimum one topic for working groups to the coordinating tutor

4. Prepare the **online lecture** (1st Monday after week 1)
   - ✓ Suggest a topic for a lecture to the coordinating tutor
   - ✓ Inform participants about the date and how to apply for „GoToWebinar"
   - ✓ The coordinating tutor may assign you the task to prepare and present an online lecture
   - ✓ The coordinating tutor may assign you a moderator role
   - ✓ After the online-lecture, check whether your participants joined the lecture and note this in your PTS records

5. **Activate / Disable inactive participants** and perform the following steps:
   - ✓ **Daily** check whether your participants are still active and **remind them if they are silent.** Keep track and note down the activities in your PTS!
   - ✓ **Communicate** with inactive participants. Announce that that they are about to be disabled. Offer that they may join another unit if they are currently overloaded. **Keep track** of this communication in the PTS
   - ✓ At the end of week 1, prepare a list with inactive participants and share it with the coordinating tutor
   - ✓ The coordinating tutor will decide whether participants should be excluded from the further course and/or from the current unit
   - ✓ If the coordinating tutor decides that a participant is disabled, go to "Performance Reporting" and set the disabled **participant's status to "inactive"**. Shortly describe here what happened
   - ✓ Also note **down in your PTS that the participant failed** to complete this unit

C. During Week 2 *[Collaboration Phase]*

1. **Coordinate Working groups**
   - ✓ The coordinating tutor decides on the topics for working groups and establishes discussion rooms in FB
   - ✓ Coordinate and guide your participants: they have to decide which group they want to join
   - ✓ The coordinating tutor may assign you as (co-) moderator of a working group
     - • As a moderator, keep the discussion ongoing. Ideally, participants are discussing among themselves. You have to ask questions and provoke in case participants are not active enough
   - ✓ **You are responsible for a short summary** which has to be delivered to the coordinating tutor. You may ask participants of the WG to help in writing the summary.

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✓ Check daily the performance of your participants, also if you are not a moderator or co-moderator of a WG. Keep record of the individual activities in the PTS

2. Announce **MCT (Multiple Choice Test) and written assignment** BEFORE the end of week 2 of every unit and give guidance to the participants:
   ✓ Announce the date of the MCT and advise participants: "Online test has to be completed in one attempt. Only ONE contribution per participant is allowed."
   ✓ Once again inform participants that they are expected to choose a lesson which is most appealing or interesting and write a short text about the current situation; what they took from the lesson and how they plan to implement their knowledge in their organisation.
   ✓ Advise on delivery: „Copy and paste in texts in the MCT. Please notice that the assignments have to submitted online."
   ✓ **Please notice:** *The questions for the MCT will be provided by the coordinating tutor. However, the coordinating tutor may ask you to provide questions for the MCT.*

3. **Check MCTs and written assignments**
   ✓ The coordinating tutor will provide you the answer sheets of your participants
   ✓ Evaluate the MCT and the written assignment according to the list with the correct solutions and **note down the percentage in your PTS. You are responsible for the documentation of the results.**

D. After the unit/after the course

1. Within 3 days after the test, **notify your participants**…
   ✓ about the results of the MCT/written assignment
   ✓ about their general performance
   ✓ whether they received a credit point for this unit

2. Update the **"Performance Reporting"** in the course room

3. **Update the PTS**: document whether a credit point for this unit was granted or not.