

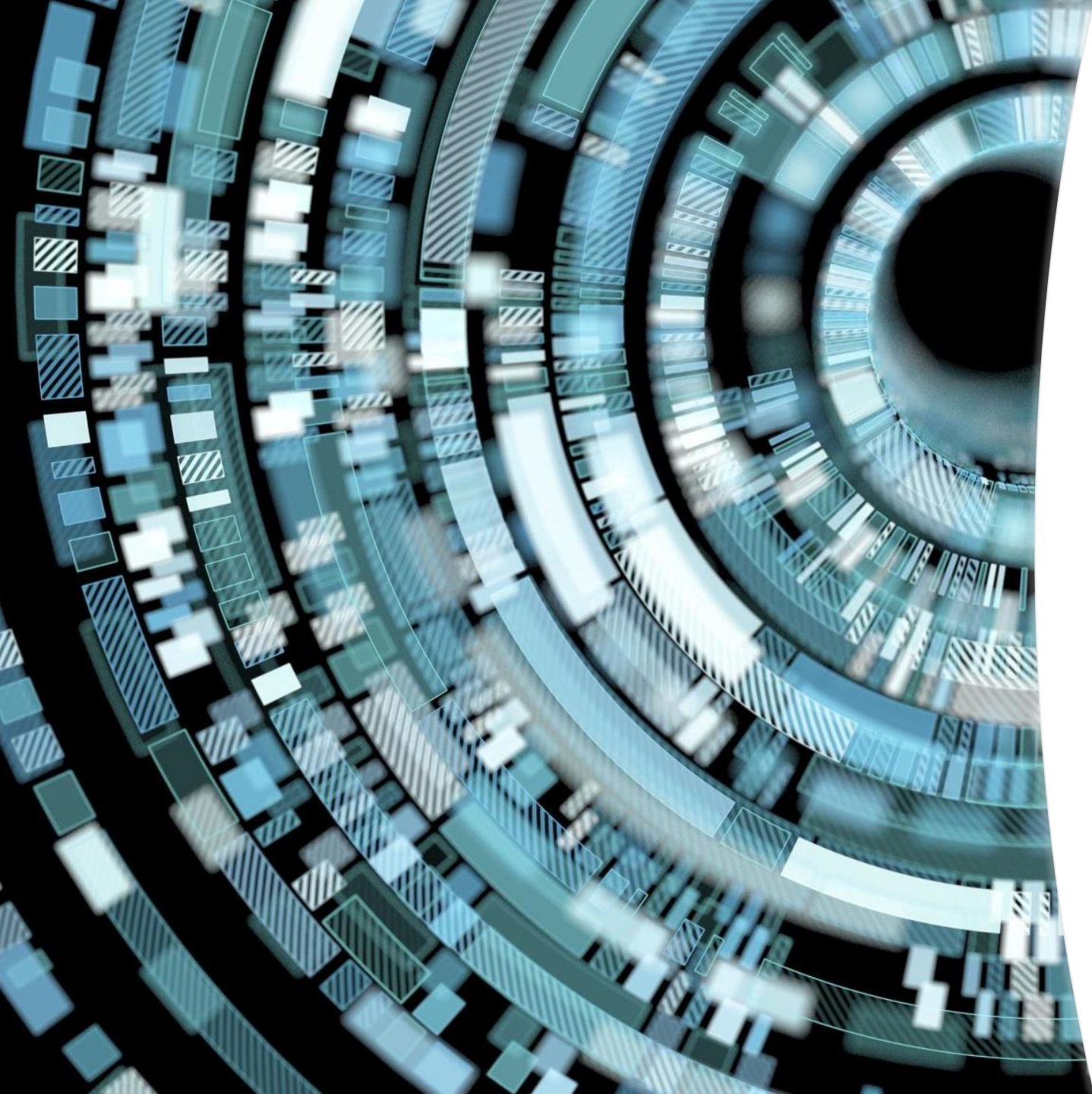
The background of the slide is a wooden surface with vertical planks. In the lower-left foreground, there is a red leather folder with a small tab. In the lower-right foreground, there is a black mesh pencil holder filled with several blue pencils. A semi-transparent dark grey box is positioned in the upper-right area, containing the title and author information. A small orange vertical bar is located to the left of the title text.

An Introduction to Essentials of Online Education

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Why Online Education?

- **Online is necessity**
- **Online is new norm**
- **Online is the future**
- **Online is convenient**

Two Requirements!

The Online System:
the university,
the library,
the technology,
and the examination.



The Academic Readiness:
the faculty,
the course,
the laboratory,
and the student.



—
Online Readiness

System Readiness

+

Academic Readiness

=

Online Readiness

What Faculty has to do?

Training

- Take training seriously
- Get IT help to do a test run

Revise

- Revise syllabus for online
- Restructure lesson plan

Support

- Get student feedback
- Address concerns



Developing essentials of Course

Description	Lesson Plan	Rules
Intro, Learning Objectives, Textbooks, Assignments	Lesson schedule, readings Date/time, assignments	Grading policy Any other rules

Item	Things to be upload on LMS before start of course
Introduction	About one page, giving the background for the course
Learning Objectives	6-8 bullet points, as specific as possible, ideally of a type that could be converted into exam questions
Textbooks	At least one textbook, published in past 5 years, covering the state of the art. The teacher's responsibility is to give students a framework for comprehending written material.
Grading System	The purpose of a grading system is to incentivize students to act in ways that will enable them to be successful in their careers: e.g., study, solve problems, write, participate, understand, and communicate.
Other Rules	E.g., prerequisites, attendance, online rules, etc.
Logistics	Key dates, venue, timing, office hours, contact information
Assignments	Please list the schedule of when assignments will be due
Lesson Plans	Divide entire course into lectures, giving the title, brief description (if possible), required readings, and assignments.

Substitutes of Laboratory Classes

Virtual

- MOOCs
- Drone usage

Delay

- Postpone lab classes to summer
- Allow make up classes later

Homework

- Assign practical work at home
- Create Discussion groups

Student Readiness

Access

- Coverage Map
- Taleem Bundle (HEC working)

Devices

- Do student have devices
- Offline material

Support

- Survey of student needs
- Support systems & helpdesk

General Students' Issues



Students have identified several issues: confusion, poor quality of course material, poor quality of instructors, poor Internet connectivity.



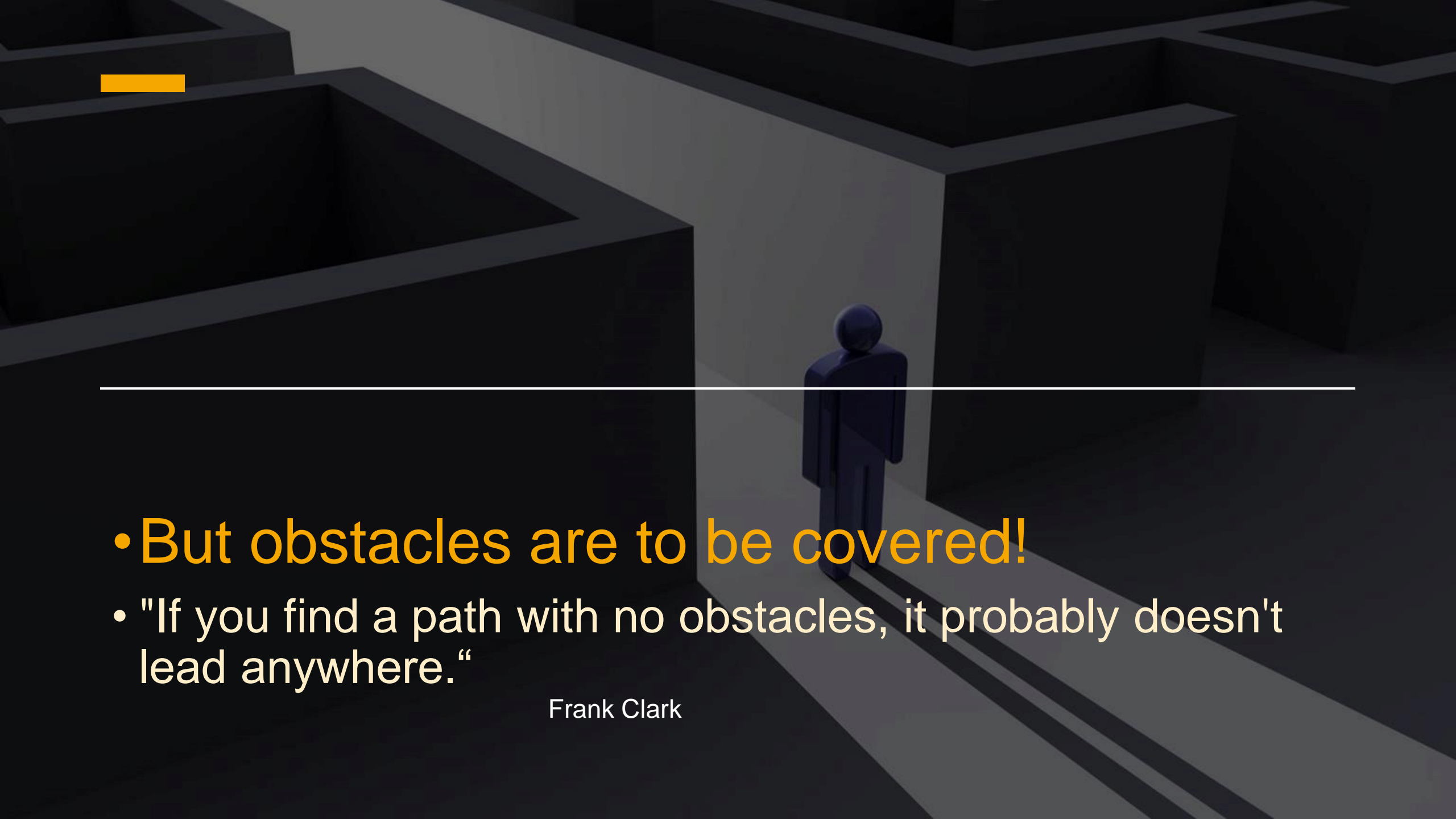
HEC dealing this through two big bundles: the quality bundle, and the connectivity bundle.



Quality bundle: focus on online readiness



Connectivity bundle: focus on taleem package

- 
- **But obstacles are to be covered!**
 - "If you find a path with no obstacles, it probably doesn't lead anywhere."

Frank Clark

My suggestions:



It is a new system and we shall make mistakes: Be ready for that



Prepare well for each lecture, uploading all the elements online as already discussed



Pre-record important points of your lecture before hand and share it with the class.



It should be followed by the discussion part with students



Online teaching is completely different from face to face teaching.
It has different challenges, opportunities, techniques, and supportive resources.



Add visual appeal to your presentations to make them attractive to eyes



Make class a lively experience by involving students in discussions



Explain your expectations from students clearly in the beginning of the class



WhatsApp groups of each class may be created, which may be used to remind students of class timings or discussion



Some students shall be unresponsive. Have a plan to reaching out to them.



Techniques to record good video and audio with equipment available at home should be mastered



One should learn handling questions and answers while giving lecture

The basic concept of online pedagogy while using different software should be developed and practiced.

Familiarity with SMIU's LMS and other IT Tools is essential

Learn use of digital library resources

Search for online tutorials relating to your course and share them with your students

Develop an evaluation plan keeping in view of the nature of the course



Make

Always make a coherent structure of your course as well as each session of the course

Provide

Provide timely feedback to your students on the assignments

Be

Always be transparent, and understanding towards the needs of your students

Commit

Commit yourself to continuous improvements!



Thank you

