



Institutional Effectiveness and Transformation Unit

Planning for Online Delivery



Welcome to online delivery we are excited that you have joined the movement!

It is important to plan for your online delivery. Front end planning prevents complications in the future. It helps you provide clear instruction in the e-learning environment. You can't really "*ad lib*" in an online environment! It is not simply transferring your face to face content to the online environment.

I hope you use the following as a guide in your planning for online delivery.

Considerations

Comments

Course Overview and Introduction

- Purpose and Structure of the course
- Netiquette
- Minimum technical skills expected by students

- Module name – Introduction to Digital Literacy
- Introduce students to concepts related to digital literacy.
- Appreciate their responsibility and place in the digital world
- Netiquette should be part of the and introduction or orientation [A document will be given to be included in every course
- Skills: Search the internet/ use the electronic journal

Learning Objectives/ Module Outcome

- These are stated in the Course Profile.
- Assess what may be left to do in order to complete the course

This plan is for module 1, but may be applied to all the modules you create to get to the end of the semester

Outcomes:

1. Discuss the elements of Digital Citizenship.
2. Define basic terms related to digital literacy;
3. Differentiate between the digital literacy, computer literacy, information literacy and media literacy;
4. Define the characteristics of a digitally literate person;
5. Reflect on your position and responsibility in the digital world;
6. Differentiate between Digital literacy and Digital Citizenship;

Instructional Materials: What materials will be used?

- What is necessary to prepare instructional materials?
- What types of resources/ materials will be used?
- How will we get instructional materials to students?

Considerations include

1. Webpages relate to the organizations
2. Documents/ webpages/Videos outlining the evolution of the internet
3. A pdf outlining the differences in literacies
4. Video and Journal article/blog article explaining the differences Digital native, Immigrant, visitors, Residents

Considerations

- Online links
- Ability to upload/ ability to download
- Students ability to connect
- Video and recorded materials that students can use online.

Comments

5. Zoom – to introduce the concepts related to being a digital citizen.

Learner interaction and Engagement and Course Technology

- What activities will you use?
- How are you going to interact with students?
- What tools are you going to use?

1. Web quest
2. Videos (one is enough on the page) others can be added as additional resources
3. Pdf – differentiating different literacies/characteristics of a literate person
4. Activity to determine whether they are natives, immigrants, visitors or residents
7. Zoom –
 - a. Reflect on your position and responsibility in the digital world;
 - b. Differentiate between Digital literacy and Digital Citizenship;This can be interactive

Assessment: How are students going to be assessed?

Considerations

- Types of assessments
- How will students get assessments to you?

Comments

- Webquest – information gathered in the webquest was assessed in a quiz
- Digital Journal Reflection – Reflection is based on all related concepts
- Discussions
- Mind map [Reflection as Digital visitors or residents]

Learner Support

- What support will be given to the students? (This is important in order for students not to feel isolated)
- General queries forum
- Live session – Give learners the opportunity to ask questions on the materials and clear up misconceptions

