

2023



Professional pedagogical development courses



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

**Department for
Education Innovation**

Departement vir Onderwysinnovasie
Kgoro ya Tšweletšopele ya Thuto

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Education Consultancy professional development



Introduction

The University of Pretoria (UP) recognises the importance of professional development for lecturers in enhancing academic prowess and pedagogical competency. This aligns with the university's mission to cultivate a learning environment that fosters high-quality education grounded in research-informed teaching and enhanced by applying appropriate technologies.

The Department of Education Innovation (EI) offers institution-wide workshops and priority courses to support hybrid teaching, learning, and assessment. These courses are designed to be interactive, focusing on educationally sound principles and implementing appropriate technology within the context of each discipline and module. The Department of Human Resources sponsors these priority training courses through grants from the skills levy, demonstrating the university's commitment to staff development.

The Continuous Professional Development (CPD) programme aims to develop, as communicated via the 'clickUP Alerts Announcements', a combination of Technological and Pedagogical Knowledge (TPK) and skills. This knowledge is crucial in integrating appropriate technology into teaching while addressing the complex nature of academic knowledge. The CPD programme is tailor-made to support and develop academics at different career stages, from emerging scholars to university management or administrators. One of the highlights of the CPD programme is the Academic Induction for newly appointed lecturers. This programme is designed to introduce lecturers, particularly those at UP, to the different aspects of their teaching roles in higher education. It ensures participants know the regulatory environment around all areas of the academic role. Further, it introduces them to the relevant infrastructures and the support mechanisms available to enhance research productivity and teaching excellence.

The Education Consultants (ECs) and Instructional Designers (IDs) in EI offer a range of priority courses, foregrounding the university's commitment to enhancing academics as teachers and fostering a culture of continuous professional development. By providing comprehensive and career-stage-appropriate training, the university ensures its educators are well-equipped to deliver outstanding teaching and support student success.

This booklet provides detailed information on the courses offered by IDs and ECs. Academics are encouraged to identify and enrol in the courses that best support their professional growth plan.

The Education Consultancy Unit provides institution-wide priority courses to enhance teaching, learning and assessment:

Course	Code	2023 Dates	Duration	Mode	Advert
Academic Induction Programme	530	7-9 February 18-20 July	3 days	Day 1: F2F	Programme & how to register
Accountable Assessment: Part 1	A23AAF	1 March 4 May	08:30-11:30 12:30-15:30	Virtual	link
Accountable Assessment: Part 2	A23AAP	8 March 10 May	08:30-11:30 12:30-15:30	Virtual	link
Feedback to Students	T21FDB	23 March 12 May	13:30-15:30 08:30-10:30	Virtual	link
Gamification in Teaching	T23GIT	28 February 6 June	13:30-15:30 08:30-11:00	Virtual	link
Inquiry-based Learning	T21IBL	29 March 31 May	13:30-16:00	Virtual	link
Learning Theories for Digital Age	T21LTD	21 April 1 June	08:30-11:00 13:30-15:30	Virtual	link
Objective Assessment	A21OBA	28 March 18 May 22 August	08:30-11:00 13:30-16:00 08:30-11:00	Virtual	link
Planning a Learning Opportunity	T21PLO	17 February 26 July	08:30-11:00 13:30-16:00	Virtual	link
Project-based Learning	T21PJL	25 April 27 June	08:30-11:00 13:30-16:00	Virtual	link
Rubric Design	A21RUD	14 March 16 May	08:30-11:30 13:00-16:00	Virtual	link
Self-Directed Learning in the classroom	T23SDL	17 April 10 July	13:30-15:30 08:30-10:30	Virtual	link
Teaching Students to Question	T23TSQ	19 April	13:30-16:00	Virtual	link
Smart Marking course for Teaching Assistants	A22SMA	13 February 1 March 21 July 16 August	08:30-11:00 13:30-16:00 08:30-11:00 13:30-16:00	Virtual	link
Study Guides	T21STG	15 February 21 June	08:30-11:00 13:30-15:30	Virtual	link
Teaching in Different Modalities	T23TDM	21 February 29 June	08:30-09:30 13:30-14:30	Virtual	link
Teach with Learning in Mind	T23TLM	16 February 2 May	13:30-14:30, 08:30-09:30	1 Hour live Orientation session. 7x podcasts Self-paced over 3 months. Deadlines: 16 February-31 May 2 May-31 August	link
Teaching portfolio	D22TPO	14 February 2 March 5 April 3 October	08:30-11:00 08:30-11:00 13:30-16:00 08:30-11:00	Virtual	link
Teaching Students to Question	T23TQS	24 February 19 April	08:30-11:00 13:30-16:00	Virtual	link

Professional development course descriptions:

- **Academic Induction Programme:** The Academic Induction Programme introduces newly appointed academics to the university and to the different aspects of their teaching roles in higher education.
- **Accountable Assessment:** This entry-level course is meant to provide context to academics and academic line managers regarding the place of assessment in learning and teaching. Participants will be introduced to basic concepts, principles and practices, with a view of reflecting on their current practices and planning accountable assessment opportunities in their contexts.
- **Feedback to students:** To share some guiding principles and different feedback techniques which are important components of effective learning aimed at improving students' motivation, confidence and performance.
- **Gamification in teaching:** To guide academics to use gamification as a teaching strategy.
- **Inquiry-based Learning (IBL):** This workshop aims to enable participants to explore Inquiry-based Learning (IBL) as a teaching and assessment strategy and its implications for curriculum, teaching, learning and assessment practice.
- **Learning theories for the digital age:** To introduce the four top learning theories for the digital age and demonstrate how they can inform and be integrated into hybrid teaching and learning practice.
- **Objective assessment:** This course aims to provide academics with the necessary skills to write good objective items within the requirements of the UP policy on assessment.
- **Planning a learning opportunity:** The purpose of this course is to provide an awareness of student diversity and how to accommodate the differences in facilitating learning - plan and implement various activities in line with sound educational practice to effectively engage all students in the learning process.
- **Project-based learning:** To guide academics in implementing project-based learning as a teaching strategy that promotes students' active engagement in real-world and meaningful projects.
- **Rubric Design:** This course aims to upskill academics in designing, interpreting and evaluating effective rubrics at the module level for formative/summative assessment purposes.
- **Self-directed learning in the classroom:** This course aims to guide academics in to create and facilitate learning opportunities which promote self-regulated learning.
- **Smart marking course for Teaching Assistants:** This course aims to upskill teaching support staff in the principles and procedure of effective marking, specifically when marking assignments/tasks and tests for formative and/or summative assessment purposes.
- **Study Guide:** This course aims to provide guidance in the compilation and quality evaluation of an effective Study Guide that promotes students' learning process.
- **Teaching in different modalities:** This course aims to introduce academics to various learning modalities and appropriate teaching methods.
- **Teach with learning in mind:** The purpose of this course is to empower academics to design learning experiences that embrace the research-based principles and practices of how learning works.
- **Teaching portfolio:** This course prepares academics due to submit a portfolio at the end of their probation or when applying for promotion. The elements and structure of the UP portfolio are discussed.
- **Teaching students to question:** This course aims to develop academics' skills in developing effective questions to promote deep learning during a teaching/learning event.



How to register for a course in PeopleSoft

Herewith **13 steps** to register:

- 1** Open www.up.ac.za
- 2** Go to My UP login.
- 3** Go to Human Resources Self Service
- 4** Select Development and Careers
- 5** Select Development Request
- 6** In the dropdown menu of Learning strategy, select In-house (free of charge).
- 7** Click on search by course name.
- 8** In course name type e.g. "Design Rubrics". Click on search.
- 9** Click on View Available sessions.
- 10** Click on session code e.g. 0002
- 11** Click continue
- 12** In the comments section, type a message if there is something you want the facilitator to know.
- 13** Click on submit. **You are now registered.**

After the PeopleSoft registration the facilitator of the course needs to enrol you into the clickUP module created for the course.

Closer to the date of training, the facilitator will communicate more details pertaining the course.



Department for
Education Innovation
Department of Education
Republic of South Africa

Detail about the courses to enhance teaching, learning and assessment offered by the Education Consultancy Unit

Invitation

Academic Induction Programme 2023

Course Code 530 (Free of charge)

Date: 18 July (Face-to-face - Conference Centre - **Building 48** in Green on the [Map](#), Hatfield Campus)
19 & 20 July (Online in clickUP Blackboard Collaborate)



Live collaborate sessions



Research and innovation



Assessment for learning



Transition to online learning



Online teaching options

The aim of the course is to:

- ✓ offer you various opportunities to explore the different aspects (pedagogical competencies) of your teaching role in higher education and at UP in particular.
- ✓ ensure that you are aware of the university's strategic research priorities.
- ✓ introduce you to the teaching infrastructures and support mechanisms available to you to enhance the university's teaching excellence.

For enquiries with registration for the course and any logistical issues, contact:

Ms Eulenda Shoko (eulenda.nyakale@up.ac.za)

For enquiries about the course content, contact:

Ms Faith Mathibedi (faith.mathibedi@up.ac.za)

Registration (Closing date: 30 June)

Follow the instructions [here](#) to register for the Academic Induction Programme through the UP Portal.

The system does not send registration confirmation however, you are able to check your enrolment in the portal under, "My Development and career" - "Dev Summary/Cancel/Evaluate" page.





Image by Freepik

Tutor training

To ensure that tutors and demonstrators are adequately trained and prepared for their roles and responsibilities, it is necessary for them to successfully complete the self-paced online tutor training course. This course typically requires approximately 4 hours to complete. After successful completion of the course, tutors receive an automated letter of participation. The training covers the following five themes:

Theme 1: Introduction to tutoring

Theme 2: Tutoring for Learning in Higher Education

Theme 3: Exploring Tutorial spaces

Theme 4: Knowing your students

Theme 5: Evaluating your tutorial practice

The key outcomes of the training are:

- Analyse and reflect on the purpose of tutorials in Higher Education from the South African context.
- Understand and reflect on your role as a tutor as a change agent in creating a learning environment where all students can learn.
- Reflect and discuss the significance of tutoring for engaged learning.
- Develop an understanding of various teaching and learning approaches applicable to tutoring spaces.
- Understand the UP context and embracing student diversity and student agency.

The Senior Teaching Support services coordinator, Ms Esther Mphanda shares the link for the training with faculty tutor coordinators annually.

UP institutional Tutor training link 2023:

https://clickup.up.ac.za/webapps/blackboard/execute/enrollCourse?context=INMENU&course_id=_156075_1



Part 1: Foundations of Assessment

Course code: A23AAF

- Purpose of course:** This is Part 1 of an entry-level course on assessment in Higher Education. It is meant to provide context to lecturers and academic line managers in relation to the place of assessment in the academic project in general. Participants will be introduced to basic assessment concepts and principles, with a view of reflecting on their own practices in their own context.
This part is a prerequisite for the attendance of Part 2 on assessment principles in practice.
Please note that this course is not about online or alternative assessment *per se*.
For available courses on teaching and assessment in clickUP (some of which are fully online), please visit <https://eduvation.up.ac.za/staff/index.php/training>
- Target group:** Academic staff tasked with responsibilities as assessor, module coordinator, programme coordinator, or Head of Department.
- Outcomes:** By the end of the workshop you should be able to:
- Describe the role of assessment in tertiary teaching and learning;
 - Apply knowledge about concepts, terminology and basic assessment principles to reflect on and evaluate own assessment practice;
 - Define basic assessment criteria for an assessment task or outcome.
- Course format:** Via BB Collaborate in the **Accountable Assessment: Foundations** clickUP module.
- Duration of the course:** Pre-course activities: 30 minutes
Engagement phase: 3 hours
After-course activities: Optional revision activities for feedback
- How to register:** Please register via PeopleSoft. The steps are available [here](#):
The course code is A23AAF
- Course facilitators:** Mrs Marena Lotriet - marena.lotriet@up.ac.za
Dr El-Marie Mostert - el-marie.mostert@up.ac.za



PRINCIPLES



PRACTICES



CRITERIA



ASSESSMENT PLAN



Part 2: Assessment Principles in Practice

Course code: A23AAP

- Purpose of course:** This is the 2nd Part of an entry-level course on assessment in Higher Education. Participants will have the opportunity to apply what they have learnt in Part 1 to their own assessment practices.
- Target group:** Academic staff tasked with responsibilities as assessor, module coordinator, programme coordinator, or Head of Department. All participants who have completed Part 1.
- Outcomes:** By the end of the workshop you should be able to:
- Contextualise yourr assessment practices within UP requirements;
 - Apply knowledge about concepts, terminology and basic assessment principles when planning assessment opportunities for a module;
 - Evaluate whether assessment opportunities are pitched at the right level for a group of students;
 - Critically consider consistency between assessment tasks and marking schemes;
 - Draw up an assessment plan for a module; and
 - Discuss frameworks for quality assurance.
- Course format:** Via BB Collaborate in the ***Accountable Assessment: Principles in Practice*** clickUP module.
- Duration of the course:** Pre-course activity: 45 minutes
Engagement phase: 3 hours
After-course activities: Optional assessment plan for feedback
- How to register:** Please register via PeopleSoft. The steps are available [here](#):
The course code is A23AAP
- Course facilitators:** Mrs Marena Lotriet - marena.lotriet@up.ac.za
Dr El-Marie Mostert - el-marie.mostert@up.ac.za



PRINCIPLES



PRACTICES



CRITERIA



ASSESSMENT PLAN

Feedback to students

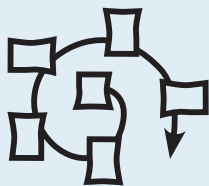
Course



Target group:	Academics who apply feedback in their teaching strategies.
Purpose of the course:	This course will guide academics to get the best out of their students and assessments by utilising effective feedback.
Outcomes:	By the end of this course you will: <ul style="list-style-type: none">• understand the value of feedback;• discuss good practices of feedback to students;• identify different techniques to suit the submitted work; and• be able to apply suitable feedback instruments.
Pre-course activities:	Will be communicated by email after the closing date for registration.
Preparation:	Set time aside in the week before the course to complete the pre-course activity. Submission is expected three days before the session.
Course format:	The course will be presented via Blackboard Collaborate in the Feedback to students clickUP module where you will be enrolled about a week before the session date.
Duration:	Pre-course activities: 45 minutes Engage phase: 2 hours – 8:30–10:30 / 13:30– 15:30 After-course activities: Optional: Advice & Tips
How to register:	Register via Peoplesoft. See the step sheet: https://drive.google.com/file/d/1eB2Mal85o_zf1JnH01e7JQJQ5m6Vlh-m/view?usp=sharing The course code on Peoplesoft is T21FDB
Course facilitators:	Dr El-Marie Mostert (el-marie.mostert@up.ac.za) Dr Marius Pienaar (marius.pienaar@up.ac.za)



Student learning



Feedback mechanisms



Feedback tools



Principles and examples

Gamification in Teaching

Course code: T23GIT

- Target group:** Established academics who are interested in learning how to include game-based elements in their teaching.
- Purpose of the course:** To empower lecturers in implementing gamification as a teaching strategy.
- Course outcomes:** At the end of this course you should be able to:
- Distinguish between game-based learning and gamification
 - Identify the principles of gamification in a higher education context
 - Plan and implement gamification elements in your module
- Course format:** Online via ClickUP (Gamification in Teaching module)
- Duration of the course:** Prepare phase: 30 minutes.
Engage phase: 2 hours.
Consolidate phase: optional.
- Where to register?:** PeopleSoft ([The steps are available here](#))
Course Code: T23GIT
Closing date is one week prior to the course date.

Course facilitators:

Dr Marius Pienaar
(marius.pienaar@up.ac.za)

Ms Anneri Meintjes
(anneri.meintjes@up.ac.za)



Student engagement

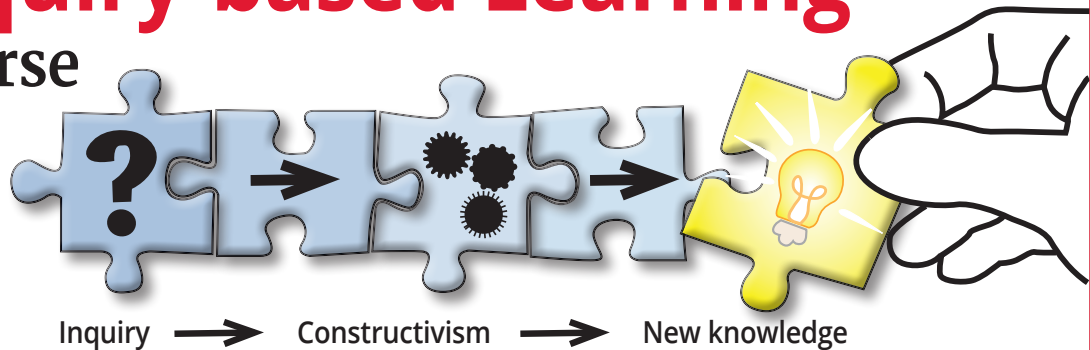


Practical strategies

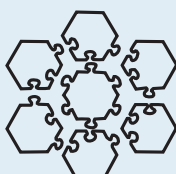


Gamification elements

Inquiry-based Learning Course



Target group:	All academics tasked with the responsibility of facilitating learning.
Purpose of the course:	To enable you to explore the IBL strategy and its implications for your curriculum design, teaching and assessment practices.
Outcomes:	At the end of this course you should be able to: <ul style="list-style-type: none">• contextualise IBL in your module(s).• formulate an IBL question for investigation / unit of inquiry at the appropriate level of a specific module and explain the application of the IBL cycle.• use any framework of your choice to plan an inquiry-based assignment/ research project within your module.
Course format:	Online via Blackboard Collaborate in the Inquiry-based Learning clickUP module where you will be enrolled a week before the session date, whereafter registration will be closed.
Duration of the course:	Prepare phase – 30 minutes Engage phase – 2.5 hours Consolidate phase – optional activity varying in length
How to register:	PeopleSoft (The steps are available here) – Course code T21IBL or Inquiry-based Learning course.
Course facilitators:	Ms Faith Mathibedi (faith.mathibedi@up.ac.za) Dr Marius Pienaar (marius.pienaar@up.ac.za)



Inquiry processes



Learning processes



Curriculum design



Teaching and assessment practices

Learning theories in the digital age



Course code: T21LTD

Course format:	The course is presented online in the “Learning Theories in the Digital Age” clickUP module and follows a Prepare-Engage-Consolidate approach. The synchronous component will be facilitated in Blackboard Collaborate.
Planning for the course:	You will receive an email from the course coordinators about one week before the synchronous session with guidelines and preparation requirements.
Target group:	All academic staff who have student learning at heart and those who want to ground their teaching philosophies in educational theory.
Purpose of the course:	The aim of this course is to introduce you to the most important learning theories that inform curriculum design and development in the digital age. You will explore how they can inform and be integrated into your hybrid teaching and learning practice.
Outcomes:	You will: <ul style="list-style-type: none">• identify four different perspectives on learning, based on theoretical principles;• deliberate teaching, assessment and curriculum approaches associated with each theory; and• determine the facilitator’s and students’ role for each theory.
Duration:	2 hours
Registration:	PeopleSoft (The steps are available here : Course Code: T21LTD _ Learning theories in the digital age The closing date is one week prior to the course date at 11:00.
Facilitators:	Mrs Marena Lotriet (marena.lotriet@up.ac.za) Dr Alfred Hlabane (alfred.hlabane@up.ac.za)



Purposeful approaches



Teaching philosophy



Viewing student learning



Objective Assessment

Name and code of course:

Objective Assessment (A21OBA)

Target group:

Academics staff interested in using objective assessment (including MCCQs) as part of their teaching and assessment strategy.

Outcomes:

By the end of the workshop you should be able to:

- Define objective assessment
- Include objective assessment in their assessment plan according to the UP policy
- Apply the principles of writing good/valid objective items to assess specific knowledge and skills
- Determine the level of items according to Bloom's taxonomy
- Discuss the role technology can play in administering objective assessment for formative and summative assessment
- Interpret the statistical analysis provided by the LMS and CBT system to improve items
- Be aware of the UP policies around objective assessment and CBT

Course format:

Online – in the Objective Assessment clickUP module
Synchronous sessions would be in Blackboard Collaborate

Duration of the course:

Pre-course activities: 20 minutes
Engage phase: 2.5 hours – 8:30-11:00 / 13:30 – 16:00
After-course activities: Optional: Evaluate questions

How to register:

Please register via PeopleSoft.
Step sheet on how to register:
https://drive.google.com/file/d/1eB2Mal85o_zf1JnH01e7JQJQ5m6Vlh-m/view?usp=sharing
The course code is **A21OBA**

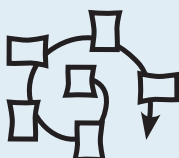
Course facilitators:

Dr El-Marie Mostert
el-marie.mostert@up.ac.za

Dr Marius Pienaar
marius.pienaar@up.ac.za



Student learning



Feedback mechanisms



Assessment tools



Principles and examples

Planning a Learning Opportunity Course



Name and code of course:	Planning a Learning Opportunity (T21PLO)
Target group:	Academics who have a teaching responsibility
Outcomes:	By the end of this workshop you should be able to: <ul style="list-style-type: none">• Describe different dimensions of diversity• Accommodate the effects of diversity and curriculum transformation in teaching and learning• Apply class management and communication principles• Implement proper design principles in the development of PowerPoint and other presentation resources• Incorporate effective teaching engagement tools and techniques• Apply the principles of the 7E model and the Prepare, Engage and Consolidate model to plan a learning event to enhance learning
Course format:	Online – in the Planning a Learning Opportunity clickUP module (information will be provided once you are registered) Synchronous sessions would be presented in Blackboard Collaborate
Time needed:	Pre-course activities: 30 minutes Engage phase: 2.5 hours – 8:30–11:00 / 13:30–16:00 Consolidate activity: Plan a learning opportunity using the 7E template
How to register:	Register via PeopleSoft. (The steps are available here) NB!! The registration closes 7 days before the course! The course code is T21PLO
Course facilitators:	Dr El-Marie Mostert el-marie.mostert@up.ac.za Ms Faith Mathibedi faith.mathibedi@up.ac.za



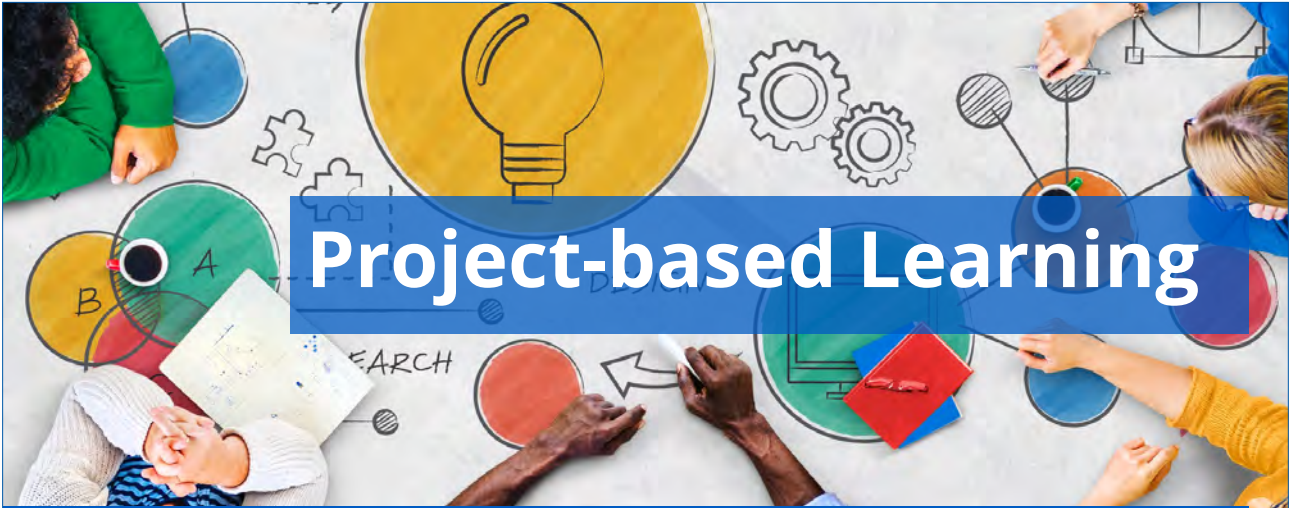
Diverse student profile



Student Engagement



Lesson Plan



Project-based Learning

Course code: T21PJL

Target group:	All academic staff interested in using Project-based Learning as part of their teaching strategy.
Purpose of the course:	To empower lecturers in implementing Project-based Learning as a teaching strategy.
Course outcomes:	At the end of this course you should be able to: <ul style="list-style-type: none">• Conceptualise Project-based Learning.• Apply Project-based Learning steps in planning a project-based activity.
Course format:	Online via ClickUP (Project-based Learning module)
Duration of the course:	Prepare phase: 20 minutes. Engage phase: 2.5 hours. Consolidate phase: optional.
Where to register:	PeopleSoft (The steps are available here) Course Code: T21PJL <i>Closing date is one week prior to the course date.</i>
Course facilitators:	Ms Faith Mathibedi (faith.mathibedi@up.ac.za) Ms Anneri Meintjes (anneri.meintjes@up.ac.za)



Authentic learning



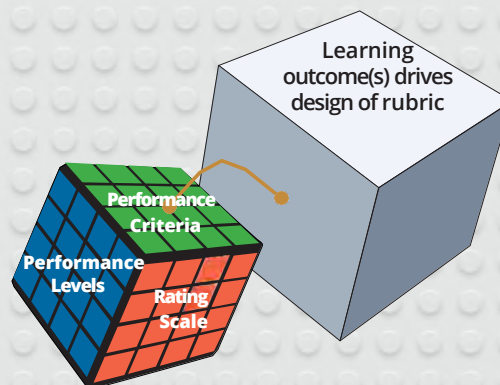
Complex problem-solving



Step-by-step approach

Rubric Design Course

Code: A21RUD



Valid measurement



Transparent criteria



Consistent marking



Fair feedback

Target group:

The assessment practitioner tasked with setting assessment activities and marking.

Purpose of the course:

To support lecturers in designing effective rubrics for assessment tasks.

Outcomes:

You will learn how to:

- achieve consistency in your marking, especially where multiple markers are involved;
- ensure your marking is valid;
- ensure your feedback to students is fair and transparent; and.

Course format:

Via BB Collaborate in the Rubric Design clickUP module. You will receive an email with detailed information after the closing date for registration.

Duration of the course:

Before the course: 15 minutes
During the course: 3 hours online

Where to register:

Please register [here](#) - course number A21RUD or search for Rubric Design.

Course facilitators:

Dr Marius Pienaar Mrs Marena Lotriet
marius.pienaar@up.ac.za marena.lotriet@up.ac.za



Self-Directed Learning

Course code: T23SDL

Self-directed learning (SDL) enables students to understand themselves and their work habits, it helps them rely on their own learning power instead of depending completely on you, the lecturer. SDL encourages cooperative learning and motivates students to take control of their behaviour, and to take responsibility for their decisions, failures, and successes.

Target group:

This course has been designed for academic personnel who have been teaching for more than five years and are ready to empower their students to take control of their learning.

Purpose of the course:

This course will focus on the synergistic process in which you encourage your students to use various strategies to navigate, manage, and take responsibility for their learning.

Outcomes:

At the end of this session you will be able to:

- Analyse and change student perceptions
- Define the roles and responsibilities of all stakeholders
- Create a strategic plan to implement self-directed learning in at least one of your modules

Course format:

Online via ClickUP

Duration of the session:

2 hours

Where to register:

PeopleSoft ([The steps are available here](#))

Course Code: T23TDM

Closing date is one week prior to the course date.

Facilitator:

Ms Gail Barry

(gail.barry@up.ac.za)

Smart Marking course

for Teaching Assistants



Course Code: A22SMA

Target group:

All **Teaching Support Staff (TSS)** tasked with supporting academics in marking assessments (e.g assignments, tests, projects, etc).

Purpose of the course:

This course is specifically designed for teaching support staff who are involved in some form of marking at UP. The course will introduce participants to strategies pertaining inherent challenges associated with marking and how to be an efficient smart marker.

Outcomes:

By the end of this course you should be able to:

- execute marking procedures effectively.
- distinguish between formative and summative assessments.
- produce marking that reflects an understanding of the core principles of marking.
- demonstrate proficiency in marking ethically using a memo/rubric/ marking scheme.
- reflect on your marking practice to provide constructive feedback to lecturers and students.

Mode of the course:

Online synchronous session. **IMPORTANT - You are expected to attend the full 2,5 hours to experience the value of the workshop and be eligible for the 'Letter of Attendance'.**

Where the course will be presented:

Online via Blackboard Collaborate, available in the **Smart Marking course for Teaching Assistants** clickUP module (information to be provided once registered).

Date, time & closing date & registration link:

Date	Time	Registration closing date	Registration link
15 March	13:30 – 16:00	13 March (14:00)	https://forms.gle/2QQ8PyjbyroWu4es8
21 July	08:30 – 11:00	19 July (14:00)	https://forms.gle/ppRMxWtSsn7Jy3g96
16 Aug	13:30 – 16:00	14 Aug (14:00)	https://forms.gle/HjwDo6rxrY29fr9r8

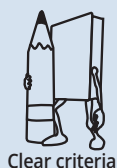
Teaching Support Coordinator:

Ms Esther Mphanda (esther.mphanda@up.ac.za)

Course Facilitators:

Ms Faith Mathibedi
(faith.mathibedi@up.ac.za)

Mr Alfred Hlabane
(alfred.hlabane@up.ac.za)



Clear criteria



Valid marking



Consistent marking

Study Guides Course



Target group:

Academics tasked with the responsibility of compiling a study guide for a module.

Purpose of the course:

To provide structured guidance in the compilation and quality evaluation of an effective study guide that promotes the students' learning process.

Purpose of the course:

- At the end of this session you should be able to:
- Improve the effectiveness of your study guide.
 - Analyse and reflect at which NQF level your module is pitched.
 - Compile a Study Guide for your module according to UP guidelines.

Course format:

Via BB Collaborate link in the Study Guides clickUP module.

Duration:

Prepare: 30 min
Engage: 2.5 hours online
Consolidate: 30 min
Total 3.5 hrs

Registration:

Online Via PeopleSoft (Steps are available [here](#)).
Course code T21STG or search for Study Guides course.
Closing date is one week prior to the course date.

Course facilitators?

Ms Faith Mathibedi
faith.mathibedi@up.ac.za

Mr Alfred Hlabane
alfred.hlabane@up.ac.za



Gives direction



Creates alignment



Interactive guide



Clear expectations



Teaching in different modalities

Course code: T23TDM

Due to an increasing demand for hybrid teaching, academics need to know how to best implement face-to-face, online, and a combination of both approaches in their teaching. We have developed a resource with tips and tricks. Join us in this one-hour information session in which we will introduce foundational concepts of different teaching modalities and where we will showcase the resource with ideas of how you can use it in your own teaching.

Target group:	All academic staff responsible for teaching (at any career stage)
Purpose of the course:	To provide you with foundational knowledge, familiarise you with the resource and share implementation ideas on different teaching modalities.
Outcomes:	At the end of this session you will: <ul style="list-style-type: none">• have functional knowledge of various teaching modalities• be able to choose an appropriate teaching modality within a defined set of circumstances• be able to choose appropriate teaching methods within a chosen teaching modality
Course format:	Online via clickUP
Duration of the session:	1 hour
Where to register:	PeopleSoft (The steps are available here) Course Code: T23TDM <i>Closing date is one week prior to the course date.</i>
Facilitators:	Ms Gail Barry (gail.barry@up.ac.za) Ms Anneri Meintjes (anneri.meintjes@up.ac.za)

Teach with Learning in Mind



Course code: T23TLM

Target group:

This course is designed for lecturers who would like to improve students' learning experiences by moving from a space of knowledge dependence to a space of learning engagement.

Purpose of the course:

The purpose of this course is to empower lecturers to design learning experiences that embrace the research-based principles and practices of how learning works.

Information session Outcomes:

At the end of this session, you will be able to design a meaningful learning experience for a specific outcome/s using one or more of the learning principles and strategies described in the course

This course will:

- Provide practical strategies on how to implement the scientific principles of learning.
- Provide you with the most credible resources on how students learn.
- Work with your local context.

Course format:

Online via ClickUP. You will receive an email with detailed information after the closing date for registration.

Duration of the session:

1-hour orientation and introduction
Seven podcasts ±20-30min each
To be completed within three months at your own pace.

How to register:

PeopleSoft ([The steps are available here](#))
Course Code: T23TLM
Closing date is one week prior to the course date.

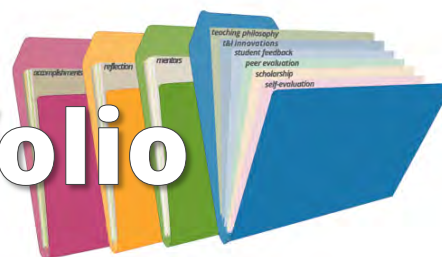
Facilitator:

Ms Gail Barry
(gail.barry@up.ac.za)

Welcome to the

Teaching Portfolio

Course



Course code: D22TPO

Target group:

- Academic staff members whose appointments need to be confirmed end of probation
- Applicants for promotion
- Lecturers who want to apply for a teaching award
- Peer evaluators
- Heads of Department and academic mentors

Purpose of the course:

This session is not a workshop, but rather a kick-start session to guide you in reflecting on your role as teacher with the ultimate purpose of compiling your teaching portfolio.

Outcomes:

By the end of this course you will be able to:

- select appropriate materials to document effective teaching and assessment practices aimed at student learning;
- create a reflective teaching statement by describing your teaching philosophy;
- write a self-reflective, self-evaluative narrative to reflect teaching effectiveness;
- describe lessons learnt by reflecting on student and peer feedback;
- compile a teaching portfolio using recommended guidelines and a template (if required);
- select appropriate peer reviewers from your discipline

Course format:

The session is presented online and follows a Prepare-Engage-Collaborate approach.

Pre-course activities:

To be communicated by email after the closing date for registration.

Preparation:

Please book time in the week before the course to complete the “preparation” work. Submission will be at least three days before the session. Diarise the event for yourself.

Course format:

Via Blackboard Collaborate in the “Teaching Portfolio” clickUP module where you will be enrolled about a week in advance of the session date.

Duration of the course:

The pre-course work will take less than 30 minutes. The Blackboard Collaborate session is 2.5 hours and the consolidate activities (compiling your portfolio) will be completed with the guidance of your Education Consultant.

How to register:

Please register via Peoplesoft. See the step sheet: <https://tinyurl.com/3v77fxbh>
The course code on Peoplesoft is **D22TPO**.

Course facilitators:

Mrs Marena Lotriet (marena.lotriet@up.ac.za)
Dr Marius Pienaar (marius.pienaar@up.ac.za)



Self-reflection



Teaching and assessment practices



Student feedback



Peer feedback

Teaching Students to Question



Course code: T23TSQ

Target group:	Any teaching practitioner at UP tasked with facilitating student learning.
Challenges this course offers a solution to:	Would you like to develop your students' analytical, critical, and affective thinking? Are you struggling to get students to think about a problem/ issue/ scenario from different perspectives? Would you like to know how to teach students to ask their own questions?
Purpose of this course:	To guide lecturers in using questioning as a teaching strategy.
Outcomes:	You will learn how to: <ul style="list-style-type: none">• Design a learning session to help students master content through questioning.• Implement the Question Formulation Technique (QFT) in your teaching.
Course format:	Via the Blackboard Collaborate link in the Teach Students to Question clickUP module. You will receive an email with detailed information after the closing date for registration.
Duration of the course:	Prepare phase: 10 minutes. Engage phase: 2.5 hours online. Consolidate phase: 30 minutes. Total: 3 hours and 10 minutes
Where to register:	PeopleSoft (The steps are available here) Course Code: T23TSQ or search for Teaching Students to Question <i>The closing date is one week prior to the course date.</i>
Course facilitator:	Ms Anneri Meintjes anneri.meintjes@up.ac.za



Purposeful questions



Critical thinking



Divergent thinking



Affective thinking



Image by Freepik

e-Education professional development



e-Education professional development

The e-Education group employs various strategies to develop lecturers' autonomy using institutional e-education systems. These strategies include offering courses that enable lecturers to use tools such as clickUP, Turnitin, and QuestUP and create digital lectures. This approach is supported by a booklet that provides detailed information on workshop descriptions, topics, and outcomes. Continuous professional development is a key component of this approach. Different formats are offered, including priority courses (available in facilitated and stand-alone online formats), faculty or departmental training sessions based on requests, and individual just-in-time training.

The Department for Education Innovation plans to facilitate the following workshops face-to-face on campus during 2023:

E-Learning Contact/Online Facilitated Courses 2023											
Register through People Soft											
		Course code	Dates				Length of course	Starting time	End	Venue	
			1	2	3	4					
1	♦	Overview workshop ***	2621	06-Feb	12-Jun			5 hours	08:00	13:00	Hatfield campus - Informatorium
2	♦	Content workshop	2620	07-Feb	13-Jun			5 hours	08:00	13:00	
3	♦	Assessment workshop	2619	08-Feb	14-Jun			5 hours	08:00	13:00	
4	♦	Modalities for participation workshop	E21CMP	09-Feb	20-Jun			5 hours	08:00	13:00	
5	♦	Metrical workshop	2623	10-Feb	21-Jun			5 hours	08:00	13:00	
6	♦	clickUP for Administrators	E21CFA	02-Feb	25-Jul			4.5 Hours	08:00	12:30	Hatfield campus - Informatorium
7	♦	clickUP Grade Center **	1910	23-Feb	19-Apr	27-Jul	14-Nov	5 hours	08:00	13:00	
8	♦	Narrated PPTs	470	21-Feb	01-Aug			3 hours	09:00	12:00	
9		Trendy Tools for Cool Lectures	2700	15-Feb				4 Hours	09:00	13:00	
10	♦	Turnitin	2671	16-Feb	18-Apr	16-Aug	15-Nov	4 hours	08:00	12:00	
11	♦	Turnitin Grading and Feedback	2672	17-Feb	20-Apr	18-Aug	16-Nov	4 hours	08:00	12:00	
12	♦	In-Video Assessment	2020E4	28-Feb	03-Aug			4 hours	09:00	13:00	
13		Blackboard Collaborate	E21BBC	22-Feb	15-Aug			4 hours	09:00	13:00	Hatfield campus - TBC
14		Clicker Training		14-Feb	26-Jul			3 hours	09:00	12:00	
15		QuestUP 1 - Questions & Marking	2022Q1	23 Jan (P)	6 Jun (OP)			5 hours	11:00	16:00	OP = Onderstepoort/ P = Prinshof
16		QuestUP 2 - Set Assessment, Delivery & reporting	2022Q2	24 Jan (P)	7 Jun (OP)			5 hours	11:00	16:00	
15		QuestUP 1 - Questions & Marking	2022Q1	7 March (H)	5 Sept (H)			5 hours	08:30	13:30	H = Hatfield
16		QuestUP 2 - Set Assessment, Delivery & reporting	2022Q2	8 March (H)	6 Sept (H)			5 hours	08:30	13:30	
16		E-Learning for Academics	467	11- 12 October				2 Full days +	08:00	16:00	Hatfield campus - Informatorium
								Plus 3 weeks online (one hour per day needed to complete course successfully)			

E-learning (clickUP) course descriptions:

- **clickUP Overview (Fundamental course):** After this workshop, participants will be able to identify possible ways to apply the clickUP environment for hybrid learning, create a menu within a clickUP module and send announcements from the system.
- **clickUP Content:** In this workshop, participants create a resource-led clickUP course that supports active learning.
- **clickUP Assessment:** After this workshop, participants will be able to assess and provide feedback to students through clickUP assessment tools.
- **clickUP Modalities for Participation:** After this workshop participants will be able to aid students to interact with and learn from each other with the support of clickUP collaboration tools. After this workshop participants will be able to aid students to interact with and learn from each other with the support of clickUP collaboration tools.
- **clickUP Grades:** After this course, participants will be able to use the Grade Centre to manage student marks, identify students at risk of failing, and enhance lecturer efficiency.
- **clickUP for Administrators:** After this course, participants (administrative assistants) will be able to customize a module in the clickUP environment, load resources into clickUP and send announcements from the system.

- **clickUP Metrical (Data and student success):** After this workshop, participants will be able to use various clickUP tools to measure, track and report on student activity in a clickUP course to early identify students at risk or who are high performing.
- **Turnitin Grading and Feedback:** By the end of this workshop participants will be able to use all the feedback functions in Turnitin to use rubrics, Quickmarks, GradeMark and PeerMark to assess Turnitin assignments.
- **Turnitin:** On completion, participants will be able to create Turnitin assignments that suit the level of the students, and appropriately use the repositories and settings in Turnitin so that students may improve their academic writing skills by perusing the similarity reports.
- **QuestUP 2.0 (Cirrus):** After this course, participants will be able to apply the principles of objective assessment to develop objective items within their own QMLive topic structures, using the correct question types available.
- **In-video assessment and other tools:** On completion, participants will be able to promote engagement and active learning by using embedded questions within videos (in-video assessment), as well as using interactive assessment and content tools.
- **Narrated PowerPoints:** After this workshop, participants will be able to use the appropriate software to record synchronous/asynchronous audio interventions, and distribute these recordings through clickUP.
- **Blackboard Collaborate:** After this workshop, you should be able to add the Collaborate tool to your clickUP course and present a Collaborate session using the functionalities available. Also, it facilitates effective interaction with the students to increase engagement.
- **Trendy tools for cool lectures:** This workshop will enable participants to explore and evaluate different technologies that can be used for effective teaching and learning, including interactive assessment and presentation tools to increase the engagement of students.
- **E-learning for academics:** Upon completion of the course, participants will be able to implement and facilitate an e-learning course through a variety of online facilitation skills, strategies, and activities that will address the needs of students.

For questions regarding courses, please get in touch with Dr Hannelie Untiedt (Tel: 012 356 3079, hannelie.untiedt@up.ac.za)

Please register for the following courses via PeopleSoft. Follow the instructions below to register for the workshop(s) through the UP Portal:

1. Log in to the UP portal (If you experience problems with the login, please contact the IT Helpdesk at Tel: 012 420-3051 Email: help@it.up.ac.za)
2. Scroll to the Human Resources Management System Portlet and click on Human Resources Self Services.
3. Click on the Development and Careers option (block) on the next page.
4. Click on Development Request.
5. Select In-house programmes (free of charge) from the pull-down list next to Learning
6. Strategy.
7. Click on Search by Course Name, type in clickUP and/or click on Search.
8. Click on View Available Sessions.
9. Select the session you would like to attend by clicking on the session number- make sure you book for the correct date and campus.
10. Read the applicable information and click on Continue.
11. Complete the comments field if necessary and click Submit – all your details will be captured automatically.
Complete the comments field if necessary and click Submit – all your details will be captured automatically.

CONTACT/ ONLINE FACILITATED COURSES



GET STARTED
clickUP Overview
clickUP for Administrators
DISTRIBUTE CONTENT
clickUP Content
Narrated Powerpoints
ASSESS STUDENTS
clickUP Assessment
Turnitin
Turnitin Grading/Feedback
In-Video Assessment
Grade Center Course
QUESTUP
ENABLE PARTICIPATION
clickUP Modalities for Participation
Trendy Tools
Blackboard Collaborate
Clickers
MONITOR PARTICIPATION
METRICAL
TEACH ONLINE
E-learning for academics

REGISTRATION IN PEOPLE SOFT:

Follow the instructions below to register for the workshop(s) through the UP Portal:

1. Log in to the UP portal you experience problems with the login, please contact the IT Helpdesk at Tel: 012 420-3051 Email: help@it.up.ac.za.
2. Scroll to the Human Resources Management System Portlet and click on Human Resources Self Services.
3. Click on the Development and Careers option (block) on the next page.
4. Click on Development Request.
5. Select In-house programmes (free of charge) from the pull-down list next to Learning Strategy.
6. Click on Search by Course Name, leave the search block empty and click on Search. A list of all the courses will display.
7. Click on View Available Sessions of the course you wish to register for.
8. Select the session that you would like to attend by clicking on the session number- make sure you book for the correct date and campus.
9. Read the applicable information and click on Continue.
10. Complete the comments field if necessary and click on Submit - all your personal details will be captured automatically.

ONLINE Self-paced clickUP Courses

You also have the option of taking courses online at your own pace! We developed an alternative for those wanting to complete some of the courses online in their own time. You do not need to register for these courses. Enrol and continue. On completion of a course, you will receive a letter of participation.

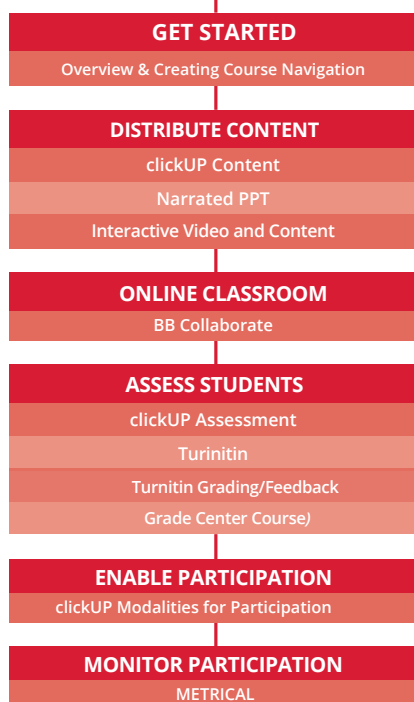
How to access online courses:

- Before enrolling, ensure you are logged in to clickUP (https://clickup.up.ac.za/bbcswebdav/xid-74396346_1), return to this email, and enrol yourself on these courses by clicking this link: https://clickup.up.ac.za/webapps/blackboard/execute/enrollCourse?context=INMENU&course_id=136877_1.
- When the page opens, click the Submit button to access it.
- On the new page that opens, scroll down and click OK.

You will then have access to an online suite of courses that we usually present face-to-face. This access to this suite of online courses will not disappear – you can access these at any time and participate in any online courses. Once enrolled and want to continue working in the online module, you will find the course in your clickUP list of courses on the clickUP home tab, under “Courses where you are Student”.

If you need access to a My Practice course ### 2023 (=sandpit to practice), contact the e-support office (esupport@up.ac.za) and request a My Practice course ### 2023. Provide your EMPLID in the email as well”.

SELF-PACED ONLINE COURSES



LECTURERS' ONLINE CLICKUP COURSES (SELF-PACED ONLINE COURSES)

We developed an alternative for those who would want to complete some of the courses online in their own time.

HOW TO ENROL FOR THE ONLINE COURSES:

You do not need to register for these courses, just enrol yourself and continue. On completion of a course, you will receive a letter of participation.

Before enrolling yourself, make sure you are logged in to clickUP <https://clickup.up.ac.za> already; then Come back to this email, and enrol yourself in these courses by clicking on this one link: <https://tinyurl.com/clickupselfhelp>. When the page opens, click on the Submit button to gain access to it. On the new page that opens, scroll down and click OK. You will then have access to a collection of online courses that we normally present face-to-face.

(NB: This access to this suite of online courses will not disappear – you can access these at any time, and participate in any of the online courses.)

Once you are enrolled and want to continue working in the online module, you will find the course in your clickUP list of courses on the clickUP home tab, under “Courses where you are Student”.

If you need access to a “My Practice course” (=sandpit to practice), contact the e-support office (esupport@up.ac.za) and request a “sandpit” course. Provide your EMPLID in the email as well.

clickUP OVERVIEW

CREATING COURSE NAVIGATION

clickUP is an implementation of the Blackboard Learn Learning Management System that provides a wide variety of functions to support lecturer efficiency and student engagement and success. This five-hour, interactive workshop will provide a quick introduction and overview of the possibilities in the system, and help participants to familiarise themselves with the environment.

OUTCOME

After this 5-hour workshop, you will be able to determine the hybrid learning approach of your module to enhance student success, identify possible ways in which to apply the clickUP environment, customize your module in the clickUP environment, and develop your own training plan for the system.

TOPICS	DELIVERY
Application of a hybrid learning model in your module	Contact session only
Principles that support student success	Contact and online courses
Functionalities available in the clickUP system	Contact and online courses
Terminology used within the system	Contact and online courses
Navigation within clickUP	Contact and online courses
Customize your module: changing menus, load lecturer information	Contact and online courses
Use of the content menu, content areas, and module pages	Contact and online courses
Use of the content editor and items	Contact and online courses
Solving student access and visibility of information issues	Contact and online courses
Identify your specific future training needs for your use of clickUP.	Contact session only

PRE-REQUISITE:

MS Word, MS PowerPoint, Internet skills

PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND

Lecturers using or planning to use clickUP to support student learning.

Self-paced course

Contact course

clickUP FOR ADMINISTRATORS

clickUP is an implementation of the Blackboard Learn Learning Management System that provides a wide variety of functions to lecturers and students to support student engagement and success. This five-hour course will provide an introduction to the basic functionalities within the system possibilities in the system, and help participants to become familiar with the environment.

OUTCOME

After this 5-hour course you will be able to customize your module in the clickUP environment, load resources into the system and use basic communication tools.

TOPICS	DELIVERY
clickUP portal	Contact only
Terminology used within the system	
Navigation within clickUP	
Customize your module: changing menus, load lecturer information	
The use of the content menu, content areas, and module pages.	
Content tools in clickUP (Content editor, items, files, mash-ups, adaptive release, web links, library pages, content folders, learning modules, lesson plans, etc.)	
Content Collection	
Send announcements	

PRE-REQUISITE:

MS Word, MS PowerPoint, Internet skills

PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND

Secretaries or administrative staff who support lecturers in uploading resources into and sending communicating via clickUP.

clickUP CONTENT

This five-hour interactive workshop will build on the basics that were learned during the clickUP Overview workshop. The focus is on tools in the system that may be used to distribute resources to students to enhance student success and lecturer efficiency. The workshop provides time during which lecturers can plan how they want to implement the tools for their modules, and then build the specific tools that they chose.

OUTCOME

In this 5-hour workshop, you will create a resource-led clickUP course that supports active learning and may serve as a prototype for your other modules.

TOPICS	DELIVERY
Characteristics of active learning	Contact only
Examples of how resources may be used in clickUP to promote active learning	Online and Contact
Identify functionalities in clickUP that may support the distribution of resources to student	Contact only
Use of the Content Collection	Details of Content Collection - Contact only
Plan the use of content tools in clickUP (Content editor, items, files, mash-ups, adaptive release, web links, syllabus, library pages, content folders, learning modules, lesson plans, etc.)	Online and Contact
Use of the Calendar	Online and Contact
Build your own solution in your own "sand-pit" environment.	Contact only
Tips will be shared which could lead to lecturers being more efficient in clickUP.	Contact only

PRE-REQUISITE:



clickUP Overview/clickUP Assist

PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND

Lecturers using or planning to use clickUP to support student learning.

Self-paced course 
Contact course 



NARRATED POWERPOINTS

The purpose of this workshop is to enable you to create digital lectures (interactive videos) using PowerPoint, Blackboard (Bb) Collaborate and integrated clickUP tools for asynchronous and synchronous teaching and learning activities.

OUTCOME

After this day-long workshop, you will be able you to create interactive digital lectures and use the Bb Collaborate tool in a synchronous way to engage with students while off- campus.

TOPICS	DELIVERY
1. Create a Narrated Power Point	Online/Contact
All the content (1-3) is addressed in the contact course.	
Synchronous vs Asynchronous lectures	
Active Learning Theory	
Setup the hardware for proper sound recording.	
Preparing your PowerPoint for voice authoring in line with best practice to use for a narrated PowerPoints and/or in a synchronous online classroom.	
Create a narrated PowerPoint	
Upload the video (Narrated PPT) to YouTube	

PRE-REQUISITE:



Computer literate,
Know how to use PPT

PRESENTERS:

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND?

Lecturers who plan to make interactive lecture recordings available to students or present digital lecture sessions.

Self-paced course 
Contact course 



clickUP ASSESSMENT

This five-hour interactive workshop will build on the basics that were learned during the clickUP Overview workshop. The focus is on tools in the system that may be used to assess students, and how to use the tools to support lecturer efficiency. The workshop provides time during which lecturers can plan how they want to implement the tools for their modules, and then build the specific tools that they chose.

OUTCOME

After this 5-hour workshop, you will be able to implement assessment principles while you further extend your course (built in the previous session/s) with clickUP assessment tools to assess and provide feedback to your students; and for the students to assess themselves.

TOPICS	DELIVERY
Basic assessment principles and concepts	Contact
Value of formative feedback and ways to provide feedback to students via clickUP	Contact
Examples of how clickUP may be used to assess students	Contact
Objective assessment guidelines	Online and Contact
Identify challenges with regard to assessment	Contact
Identify functionalities in clickUP that may support assessment and providing feedback to students	Contact
Create and Grade Individual Assignments	Online and Contact
Create Test and Deploy for students	Online and Contact
Plan the use of assessment tools in clickUP (tests, assignments, Turnitin assignments, rubrics, portfolio, etc.)	Contact
Build your own solution in your own "sand-pit" environment	Contact

PRE-REQUISITE:

clickUP Overview / clickUP Assist

PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND

Lecturers using or planning to use clickUP to support student learning

Self-paced course

Contact course

TURNITIN

Turnitin (Tii) is an online source verification and similarity checking programme that is fully integrated with clickUP. It shows similarities between submitted assignments and texts on the World Wide Web, other assignments from the class and assignments submitted to Turnitin previously.



OUTCOMES	DELIVERY
<p>At the end of this workshop, attendees will be able to:</p> <ul style="list-style-type: none"> • formulate reasons why students plagiarise; • support and encourage students in their journey to become better academic writers through the correct use of the Turnitin software in their clickUP modules; • create customised Turnitin assignments that suit the level of the students, from the first year to post-graduate, by using the repositories and other settings in Turnitin appropriately; and enable students to improve their academic writing skills by perusing the similarity reports. • interpret the quantitative similarity reports in their discipline; • qualitatively evaluate the severity of any plagiarism, • minimise the occurrence of plagiarism through optimal design and instructions in assignments that safeguard the reputation and academic integrity of the University. 	<p>All are presented in the contact and online courses</p>

PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND?

Lecturers who use written assignments as part of their assessment strategy Researchers or supervisors of research papers

Self-paced course 
 Contact course 



TURNITIN GRADING AND FEEDBACK

This is a follow-up Turnitin and Plagiarism course for lecturers that want to use the grading and feedback functions of Turnitin.



OUTCOMES	DELIVERY
<p>By the end of this workshop lecturers should be able to use all the current feedback functions in Turnitin to:</p> <ul style="list-style-type: none">• create, import and use Rubrics and Grading forms,• create and implement advanced Quickmarks and Audio feedback,• associate Quickmarks with Grading forms• activate and use E-Rater™ (grammar and spelling feedback),• activate and manage Anonymous marking,• manage feedback from libraries and• grade students' submissions	<p>All are presented in the contact and online courses</p>

WHO SHOULD ATTEND?

Lecturers who attended clickUP workshops (minimum Overview / Assist) AS WELL AS the Turnitin and Plagiarism workshop, OR are very confident that they are able to create Turnitin assignments on their own and interpret similarity reports.

PRESENTERS

Instructional designers from the Department for Education Innovation

Self-paced course 
Contact course 



IN- VIDEO ASSESSMENT

In response to the current demand for, engaging and relevant learning activities. The Department for Education Innovation has made available new tool integrated with clickUP which allows you to create interactive content like, in-video assessment, branching scenarios and 360° virtual tours

OUTCOME	DELIVERY
In this course the participants will learn how:	
<ul style="list-style-type: none">to use interactive assessment and presentation tools to increase engagement of students with content and practice required skills.	Contact and online courses
<ul style="list-style-type: none">to create engaging videos to promote active learning through the use of embedded questions (in-video assessment)	Contact and online courses

WHO SHOULD ATTEND?



Lecturers who are using instructional videos in their teaching and would like to add interactive learning moments in these videos and lecturers who are interested in adding branching scenarios and other engaging tools are encouraged to attend.

PRESENTERS

Instructional designers from the Department for Education Innovation

PRE-REQUISITES:

Basic clickUP training

Self-paced course 
Contact course 



clickUP GRADES (GRADE CENTER COURSE)

This five-hour course will enable participants to work with marks in the Grade Centre of clickUP. The focus is on the use of tools within the Grade Centre that will enhance efficiency and identify students at risk of failing.

OUTCOME

After this 5-hour course, you will be able to use the Grade Centre to manage student marks.

TOPICS	DELIVERY
Use of the Student preview and the My Grades tool	All are presented in the contact and online courses
Grade Centre environment	
Create a column	
Manage colour coding	
Manage many Grade Centre columns	
Grade group assignments	
Create a weighted column	
Create a Smart View	
Upload & Download marks into clickUP	

PRE-REQUISITE:



clickUP Overview / clickUP Assist

PRESENTERS

Instructional designers from the Department for Education Innovation

WHO SHOULD ATTEND

Support staff and lecturers who work with marks in the clickUP Grade Centre.

Self-paced course 
Contact course 



clickUP MODALITIES FOR PARTICIPATION

This five-hour interactive workshop will build on the basics that were learned during the clickUP Overview workshop. The focus is on tools in the system that may be used to enhance student engagement that is crucial for student success. It also shows how to use the tools to support lecturer efficiency in an online environment. The workshop provides time during which lecturers can plan how they want to implement the tools that support student engagement for their modules, and then build the specific tools that they chose.

OUTCOME

After completion of this 5-hour workshop you will be able to create a resource-led clickUP course that supports active learning and may serve as a prototype for your other modules.

TOPICS	DELIVERY
Understanding Learning	Contact only
Own experience and use of collaboration tools	Online and Contact
Community of Inquiry	Online and Contact
Case study of on-line Discussion	Online and Contact
Creating self-enrol groups	Online and Contact
clickUP Communication tools and their use	Contact only
UP Collaboration Examples	Online and Contact
Grading Wikis	Online and Contact
Planning and building	Contact only

PRE-REQUISITE:



clickUP Overview / clickUP Assist

PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND

Lecturers using or planning to use clickUP to support student learning.

Self-paced course 
Contact course 



TRENDY TOOLS FOR COOL LECTURES

The pace of technological development is increasing, at the same time the students that are coming to the university are more familiar using these technologies to communicate, interact and create content. More than any other technological development, mobile devices are changing how and when these activities take place. While presenting many opportunities for effective teaching and learning there is a need for lecturers to know what technologies are available, but more importantly, when and how to use them. The aim of this workshop is to introduce lecturers to the many technologies and services that can be used while also giving them the opportunity to explore and discuss best practice within their specific settings.

OUTCOMES	DELIVERY
Through this workshop attendees should:	
<ul style="list-style-type: none"> • Explore and evaluate different mobile and web based technologies that can be used for effective teaching and learning 	Only presented as contact sessions
<ul style="list-style-type: none"> • Be introduced to new technologies that will impact teaching and learning in the future 	
<ul style="list-style-type: none"> • Be introduced to gamification elements and tools that can be used to increase engagement 	
<ul style="list-style-type: none"> • To use interactive assessment and presentation tools to increase engagement of students with content and practice required skills. 	

PRESENTERS

Mr Dennis Kriel and Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND?

Lecturers that are interested in the use of technology to increase the success of their students while using their time effectively.

PRE-REQUISITES:

Basic clickUP training

BLACKBOARD COLLABORATE

PURPOSE

The purpose of this workshop is to enable you to set up Blackboard Collaborate sessions to present engaging synchronous online lectures.

OUTCOMES	DELIVERY
By the end of this workshop, you should be able to:	
<ul style="list-style-type: none"> • Be proficient in adding the Collaborate tool to your clickUP course 	Only presented as contact sessions
<ul style="list-style-type: none"> • Be able to create Collaborate sessions and communication the details to students 	
<ul style="list-style-type: none"> • Present a Collaborate session using the functionalities available 	
<ul style="list-style-type: none"> • Troubleshoot common technical problems 	
<ul style="list-style-type: none"> • Create a social presence so students feel connected 	
<ul style="list-style-type: none"> • Facilitate effective interaction with the students to increase engagement 	
<ul style="list-style-type: none"> • Record and share sessions for future use 	
<ul style="list-style-type: none"> • Manage attendance reports 	

PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND?

Lecturers that are interested in the use of technology to increase the success of their students while using their time effectively.

PRE-REQUISITES:

Basic clickUP training

Self-paced course 
 Contact course 



clickUP METRICAL

This five-hour interactive workshop focuses on tools in clickUP that may be used to monitor, measure and track student activity. Lecturers will be guided in the application of these tools in order to assist them in their planning and development of support interventions to improve student success. In addition, this workshop provides time during which lecturers can plan how they want to implement the tools for their modules.

OUTCOMES

- After this 5-hour workshop, you should be able to:
- Understand and measure the key factors influencing student success in the online component of your course within a hybrid environment
- Use various tools to measure, track and report on course usage and student activity in your clickUP course
- Interpret the reports for early identification of students at risk or high performing students
- Recognise the impact of your course design to enhance student engagement, learning and success
- Know the support available for students at University of Pretoria

TOPICS	DELIVERY
Examples of how clickUP may be used to support student success	All are presented in the contact and online courses
Identify functionalities in clickUP that may support the lecturer/faculty advisor to monitor, track and report on course usage and student activity	
Interpreting reports	
Impact of course design on student engagement, learning and success	
Plan the use of management tools in clickUP (Grade Centre, Retention Center, Course Reports, Course Analytics).	
Design your own "METRICAL" approach (<i>ME</i> asure and <i>TR</i> ack for <i>ImpaCt</i> through <i>AnaLytics</i>).	

PRE-REQUISITE:

Active clickUP user


PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND

Lecturers and faculty advisors using or planning to use clickUP to support student success.

Self-paced course 

Contact course 



E-LEARNING FOR ACADEMICS (ELA)

This course aims to enable lecturers to use the e-learning environment maximally to facilitate learning in both web-dependent and residential environments. Lecturers will explore various topics, e.g. how students learn, what their modern-day context is, how to plan strategies and activities to optimise online learning, and how to build online learning communities. The participants will experience learning in an online environment as both a student and a facilitator.

OUTCOME

The aim of this course is to cultivate the knowledge and skills of lecturers to become reflective hybrid/online practitioners who use relevant course design and facilitation skills to enhance their own online teaching and learning practice.

TOPICS	DELIVERY
Principles of learning that impact effective facilitation of online learning	This is a +- 5-week Hybrid course with a combination of contact and fully online sections.
Frameworks for online teaching and learning, particularly the Community of Inquiry framework, and Salmon's model for computer-mediated communication.	
Role players and their responsibilities in online learning	
The human factor in the online classroom	
The impact on the lecturer in terms of planning, workload, preparation and support	
Strategies and activities possible in an online learning environment, related to the various phases of an online course	
Facilitating learning and assessment with various tools available in the online environment, e.g. discussions, blogs, group work, tests, and online assignments.	
Reflection on own teaching practice and development of a teaching and learning plan for a hybrid/online course.	

DELIVERY MODEL

The course is presented to illustrate the use of hybrid learning. Therefore, there will be four online weeks of participation and two full days of face-to-face interaction.

MINIMUM number of participants per course is ten.

ASSESSMENT

During the three online weeks after the contact sessions, each participant has to successfully complete two compulsory assignments in order to receive a completion certificate for the course. If a participant fails to comply with the required grades or to submit an assignment ON TIME, the participant will receive only an attendance certificate for the course.

4 Facilitated online weeks

2 Contact days

E-LEARNING FOR ACADEMICS (ELA) continued

NOTE: Participants will only be successful in reaching the outcomes of the course if they can spend 1- 2 hours per day during the online weeks on the assignments of the course.

PRESENTERS

Instructional designers from the Department for Education Innovation

WHO SHOULD ATTEND?

Lecturers who are considering using online learning and those who need to optimise their current facilitation and use of learning activities and interaction in online learning.

MINIMUM REQUIREMENTS:

B Degree Computer Literate
clickUP Overview Workshop

4 Facilitated online weeks

2 Contact days



QUESTUP

Computer-based testing (CBT) and online assessment form part of the assessment strategy of many academic departments at UP. During this interactive hands-on course lecturers will be introduced to the functionalities of the QuestUP system to conduct online assessments from various locations.

It is strongly recommended that the “Objective Assessment” course is attended before the QuestUP workshop.

The aim of this workshop is to provide participants with the necessary skills to use the QuestUP system and all its features for online assessment.

OUTCOMES

After completing this course lecturers will be able to:

- act on UP policies and guidelines regarding the use of objective items;
- act on the Roles and Responsibilities documents with respect to online assessments conducted in computer laboratories;
- create their own collections and items (questions) in the system;
- share items, collections and assessments with colleagues for a moderation process;
- be aware of the possibility to use CBT to test on different cognitive levels;
- set assessments to allow various randomisation and feedback options;
- schedule an assessment for students;
- monitor students’ activity while they are taking an assessment;
- coordinate assessors and mark online essays;
- interpret item and assessment statistics and student results to improve items; and
- be aware of the possibility to manage the moderation process and perusal of online assessments.

The training is divided into two half days to provide sufficient opportunities for hands-on activities.

The first day is dedicated to:

- creating question collections,
- marking of the essay questions, and
- access to your own questions that had been transferred from the previous QuestUP system.

The second day focuses on:

- creating an assessment from your collections
- scheduling students for an assessment
- the invigilation functions while students are writing an assessment, and
- interpreting the reports available to enhance your questions.

QUESTUP continued

PRESENTERS

Staff from the Department for Education Innovation.

WHO SHOULD ATTEND

Lecturers who used Computer-Based Testing (CBT) in laboratories in the past or wish to make use of online assessment as well as departmental administrators that support lecturers.

Contact course 



CLICKERS

PointSolutions offers mobile clickers options for interactive polling in the classroom. Using mobile devices, students can answer a variety of questions and participate in various activities in class. Results can be collected, shared and used for assessment and planning.

PointSolutions software allows students to participate in real time polling activities using a mobile device, tablet or computer.

PointSolutions is a type of polling software that can operate from within or outside of PowerPoint, making it suitable for use in teaching sessions. Polling software facilitates a 'flipped classroom' approach to teaching and learning. Instructors can collect and analyse feedback instantly or after their sessions through automatically generated reports. This three-hour, interactive workshop will provide a quick introduction and overview of the possibilities in the system, and help participants to familiarise themselves with the environment

OUTCOME

After this 3-hour workshop, you will be able to integrate mobile clicker/PointSolutions into your teaching and learning. You will be able to effectively create an active learning environment in your teaching and learning.

OUTCOMES	DELIVERY
Through this workshop attendees should:	
<ul style="list-style-type: none">• PointSolutions account registration and installation	Contact Only
<ul style="list-style-type: none">• Link your clickUP module to your PointSolutions account	
<ul style="list-style-type: none">• Access PointSolutions and your class list	
<ul style="list-style-type: none">• Uploading/creating your Powerpoint presentation to Point-Solutions and create different question types.	
<ul style="list-style-type: none">• Create and enabling Session ID	
<ul style="list-style-type: none">• Managing the session results	

PRE-REQUISITE

MS Word, MS PowerPoint, Internet skills, Digital literacy, clickUP users and PowerPoint. students while using their time effectively.

PRESENTERS

Instructional designers from the Department for Education Innovation.

WHO SHOULD ATTEND

Lecturers using or planning to use Clickers to support student learning.

