



Office of Learning & Teaching / Educational Development, March 2020

Digital teaching – checklist for teaching staff

Communication, participation:

- Is it clear which communication channels will be used during my course?
- Have I encouraged students to exchange information and ideas via digital means?
- Have I set office hours during which I will be available to answer students' questions online? Have I told my students about these online office hours?

Collaborative learning

- Have I given students the opportunity to build their teamwork skills by incorporating collaborative learning formats into my teaching, for example wikis, blogs, online forum discussions or other forms of digital group work?

Active participation and motivation

- Have I ensured that my course requires students to actively engage with specific tasks that are relevant for the discipline(s) covered by my course, across disciplines and for their subsequent careers?
- Have I created a concise digital version of the content I traditionally teach on my course? Can I organize this into smaller units or sections?

Feedback and independent study

- Have I incorporated efficient and effective feedback loops into my course for the students?
- Have I given students the opportunity and sufficient time to respond to my feedback and take it into account as they continue to learn?
- Have I obtained feedback from students about my digital teaching?
- Has my feedback helped students to better assess their skills and improve their independent learning?

Constructive alignment:

- Which skills do I want to teach to my students? Have I clearly formulated my course's learning objectives and communicated them to the students in a transparent manner?
- Are the digital teaching formats I have chosen suitable for fostering the learning processes that will help them achieve my course's learning objectives?
- Are the formats I have chosen for assessments and proof of course participation suitable for evaluating whether my course's learning objectives have been achieved?

Workload

- Have I considered the amount of time required to complete the individual learning activities I have planned? Have I obtained feedback from students as to whether this is feasible?