The experience of supporting staff in five years at U. Porto - The Dos and Don´ts.

EQUIBELT
Workshop Zagreb 2-4 April
DO´s

• Experience of six years
• Ask your supporting staff to inform students about procedures
• See as many examples as possible available from your supporting staff
• Prepare your course with plenty of time – there is never enough
• Plan all steps of your course – either f2f or virtual
DO´s

• Open your thoughts to your supporting staff, they always know something you are not aware
• Stay close to your plan, change only if necessary
• Inform your students clearly about procedures
• Design an evaluation suitable for your course
DONT´s

• Do not change rules in the middle of the planned course
• Do not expect miracles in terms of success just for using elearning
• Do not overload the students with reading material
• Do not place lengthy audio, video materials
DONT´s

- Do not expect that unattractive subjects or materials will be more interesting for students because these are on the web.
- Do not plan on replacing teacher motivation by use of emails – there is nothing like f2f interaction.
- Do not employ forum as a learning tool without teacher guidance.
- Do not give up improving your course.