

2020-2021 Academic Year Distance Education Instructor Resource Pack

1. Online Tools and Platforms:

1.a Feedback tools

QuickMark

Using the QuickMark function of Turnitin, we can save time while we are giving feedback because instead of repeatedly writing out the same comments on different student papers, we can drag and drop items from our sets quickly onto the student papers.

For the ones who are not familiar with this function or who would like to learn more about it, we would like to share the following guidelines taken from Turnitin [webpage](#).

GUIDELINES

Also, one of our UGE instructors, Ayfer Karaca kindly prepared some videos which show how we can use the feedback function of Turn-it-in. You can find these videos Under “LS Read Only Folders” on Z-drive.

Here are also some useful tutorials explaining how to use this function to give feedback on our students’ written production.

<https://www.youtube.com/watch?v=l1F4cXX3z64>

<https://www.youtube.com/watch?v=M51c04zkxFQ>

<https://www.youtube.com/watch?v=42y3eKR9jQg>

Kaizenia

Kaizenia makes it possible for us to give feedback on student work verbally or to attach reusable resources for common problems. Students can also reply to teacher feedback or peer review another student's work. For further information, you can go to <https://www.kaizenia.com/> and/or you can watch the video from the link below:

<https://www.youtube.com/watch?v=tj--iDSds4Q>

Nowcomment

We can use NowComment for peer reviews. For further information, you can go to <https://nowcomment.com/> and/or you can watch the video from the link below:
<https://www.youtube.com/watch?v=aricVSG1d1c>

1.b Collaborative Platforms

Here are some of the collaborative platforms that we can use to enable our students to work collaboratively to produce a text or to edit documents collaboratively in real-time.

Google docs

Padlet: <https://padlet.com/>

Etherpad: <https://etherpad.org/>

1.c Mind mapping/Brainstorming Platforms

Through the following online mind mapping/brainstorming tools we can help our learners capture, develop and share ideas visually during brainstorming.

SpiderScribe: <https://www.spiderscribe.net/>

Mindmeister: <https://www.mindmeister.com/>

Bubbl.us: <https://bubbl.us/>

Instagrok: <https://www.instagrok.com/>

Milanote: www.milanote.com

Mindmup: www.mindmup.com

Venngage: <https://venngage.com/features/mind-map-maker/>

Miro: <https://miro.com/app/>

Linoit: www.linoit.com

Answergarden: <https://answergarden.ch/>

1.d Poster presentation tools

We can use the following online poster presentation tools to encourage our students to prepare posters with different purposes by incorporating fun and cooperation.

Glogster: <http://edu.glogster.com/>

Canva: <https://www.canva.com/>

Thinglink: <https://www.thinglink.com/>

Piktochart: <https://piktochart.com/>

1.e Tools for interactive presentations

We can use the following tools in order to increase the level of the engagement of our students by incorporating fun, cooperation and/or novelty:

Prezi: <https://prezi.com/>

Moovly: <https://www.moovly.com/>

Mentimeter: <https://www.mentimeter.com/>

Nearpod: <https://nearpod.com/>

Genially: <https://app.genial.ly/create>

Voki: <https://www.voki.com/>

Sutori: <https://www.sutori.com/>

Focusky: <http://focusky.com>

1.f Quiz, Test or Review tools

We can use the following tools in order to prepare tests/quizzes to check learning:

Answerpad: <http://www.theanswerpad.com/>

Kahoot: <https://kahoot.com/>

Quizizz: <https://quizizz.com/>

Socrative: <https://www.socrative.com>

Quizalize: <https://www.quizalize.com/>

Quizlet: <https://quizlet.com/>

Testmoz: <https://testmoz.com/>

Gimkit: <https://www.gimkit.com/>

Wizer.me: <https://wizer.me/>

Flippity: <https://www.flippity.net/>

Reviewgame: <https://reviewgamezone.com/teacher-info.php>

1.g Tools for making videos interactive

We can use the following tools in order to prepare tests/quizzes to make videos interactive:

Edpuzzle: <https://edpuzzle.com/>

Hihaho: <https://hihaho.com/>

Classhook: <https://www.classhook.com/>

Loom: <https://www.loom.com/> (Screen recording)

Screencast-o-matic: <https://screencast-o-matic.com/> (Screen recording)

Prezi: <https://prezi.com/>

2. Webinar Recordings:

2.a Webinar Recordings on Teaching Online in General:

- What makes a good remote teacher?: <https://www.teachingenglish.org.uk/article/what-makes-a-good-remote-teacher>
- Thom Kiddle - Principles and practices in asynchronous online learning:
https://www.youtube.com/watch?v=T6R3LKYDrhs&feature=emb_logo
- How to adapt your teaching techniques for online training by Andy Johnson:
<https://register.gotowebinar.com/recording/7969426710018020098>
- Moving learning online – contingency planning for Covid-19 by Andy Johnson :
<https://register.gotowebinar.com/recording/5432919355306339843>
- Transitioning online: synchronous & asynchronous online learning by Alex Warren & Huan Japes: <https://register.gotowebinar.com/recording/5871180292332074253>
- Covid-19: Online teaching with a long-term mindset by Dan Thompson:
<https://register.gotowebinar.com/recording/1251010442338660616>
- Exploring, Exploiting and Expanding on Online Lessons:
<https://webinars.eltngl.com/exploring-exploiting-and-expanding-on-online-lessons/>
- Getting Students Ready for Online Lessons...Online!:
<https://webinars.eltngl.com/getting-students-ready-for-online-lessons-online/>
- Same, Same or Different: Teaching Your Coursebook Online Part 1:
<https://webinars.eltngl.com/teaching-coursebook-online/>
- Part 2: <https://webinars.eltngl.com/same-same-or-different-teaching-your-coursebook-online-part-2/>
- Teaching online - tech tools and the tutor's role:
<https://www.teachingenglish.org.uk/article/teaching-online-tech-tools-tutors-role>
- Digital resources to teach at home:
https://www.youtube.com/watch?v=yovK5h2o8lY&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=33
- Using digital tools to encourage learner autonomy in the classroom:
https://www.youtube.com/watch?v=vTnkwoqP2ho&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=53

- Thom Kiddle: Teaching asynchronously: <https://www.eaquals.org/eaquals-events/event/thom-kiddle-teaching-asynchronously/resources/>
- Julie Wallis: The flipped model: ensuring excellence in the VLE: <https://www.eaquals.org/eaquals-events/event/julie-wallis-the-flipped-model-ensuring-excellence-in-the-vle/resources/>
- Bethan Edwards: Teaching live online using Zoom: <https://www.eaquals.org/eaquals-events/event/teaching-live-online-using-zoom/resources/>
- Kristof Hegedus: English for University – Getting Over the Language Threshold: <https://www.eaquals.org/eaquals-events/event/kristof-hegedus-english-for-university-getting-over-the-language-threshold/resources/>
- Distance Teaching and Learning: Useful Tips for Making it Work with Dr Ken Beatty: <https://www.youtube.com/watch?v=4LSTk9sx15Q>

2.b Webinar Recordings on Teaching Vocabulary Online:

- Practical Ideas for Teaching Academic Vocabulary Online: <https://webinars.eltngl.com/practical-ideas-for-teaching-academic-vocabulary-online/>
- Teach with digital: using digital tools to enrich your learners' vocabulary: https://www.youtube.com/watch?v=ajGtomf80_o&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=59

2.c Webinar Recordings on Teaching Receptive Skills Online:

- Developing Reading Skills in an Online Environment: <https://webinars.eltngl.com/developing-reading-skills-in-an-online-environment/>

2.d Webinar Recordings on Teaching Productive Skills Online:

- Getting Teens to Speak and Write by Macmillan Education: <https://www.macmillanenglish.com/tr/training-events/events-webinars/event/getting-teens-to-speak-and-write-daniela-clarke>
- Writing at CEFR Level B2 and above by Cambridge Assessment English: <https://youtu.be/sYmjiP2RR1M>

- Teaching English Writing Skills Online – Adapting to the Online Classroom & Maximizing Student Potential: <https://webinars.eltngl.com/teaching-english-writing-skills-online-adapting-to-the-online-classroom-maximizing-student-potential%e2%80%8b/>
- Tips for Teaching Writing Online: <https://webinars.eltngl.com/tips-for-teaching-writing-online/>
- Teach with digital – using digital tools to improve writing:
https://www.youtube.com/watch?v=0akytv-5NYg&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=58

2.e Webinar Recordings on Giving Feedback:

- Kateryna Protsenko - Feedback that Empowers:
<https://www.macmillanenglish.com/us/training-events/events-webinars/event/kateryna-protsenko-feedback-that-empowers>
- Managing interaction and feedback in the virtual classroom:
https://www.youtube.com/watch?v=CcyO5WyktC0&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=22

2.f Webinar Recordings on Motivation:

- Anna Hasper - Engaging teens? It's not all about technology...:
<https://www.macmillanenglish.com/us/training-events/events-webinars/event/anna-hasper-engaging-teens-its-not-all-about-technology>
- Chia Suan Chong - Attending to our students' well-being:
<https://www.macmillanenglish.com/us/training-events/events-webinars/event/chia-suan-chong-attending-to-our-students-well-being>
- Laura Patsko - Online lessons that are active and interactive:
<https://www.macmillanenglish.com/us/training-events/events-webinars/event/laura-patsko-online-lessons-that-are-active-and-interactive>
- Can you T.E.A.C.H. Teens Online?: <https://webinars.eltngl.com/can-you-t-e-a-c-h-teens-online/>
- Building a supportive online community: <https://webinars.eltngl.com/building-a-supportive-online-community/>

- Beyond Motivation: engaging students (online and offline):
https://www.youtube.com/watch?v=qD8RMMbwBcM&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=8&t=0s
- Joanne Mitten: Remote Pastoral Care – Looking after student welfare during lockdown:
<https://www.eaquals.org/eaquals-events/event/remote-pastoral-care-looking-after-student-welfare-during-lockdown/resources/>
- Remote Teaching – Engaging Students When Teaching Online:
<https://www.youtube.com/watch?v=jtRkk6ml4hw>

2.g Webinar Recordings on Management:

- Thom Kiddle - Professional Development for teachers in the 'new normal' Q&A:
<https://www.macmillanenglish.com/us/training-events/events-webinars/event/thom-kiddle-professional-development-for-teachers-in-the-new-normal-qa>
- Scott Thornbury - P is for Performance: <https://www.macmillanenglish.com/us/training-events/events-webinars/event/scott-thornbury>
- Teaching online - supporting and mentoring teachers remotely:
<https://www.teachingenglish.org.uk/article/teaching-online-supporting-mentoring-teachers-remotely>
- David Coarsey: Taking your school online—Case studies with IH Palermo and EC English:
<https://www.eaquals.org/eaquals-events/event/david-coarsey-taking-your-school-online-case-studies-with-ih-palermo/resources/>
- Management of transition to online teaching (a Case study from AVO Language & Examination centre): <https://www.eaquals.org/eaquals-events/event/management-of-transition-to-online-teaching-a-case-study-from-avo-language-examination-centre/resources/>
- George Pickering: Communicating effectively with your team in a crisis:
<https://www.eaquals.org/eaquals-events/event/george-pickering-communicating-effectively-with-your-team-in-a-crisis/>
- Case Study from EC English | The Mother of Invention:
<https://www.eaquals.org/eaquals-events/event/case-study-from-ec-english-the-mother-of-invention/resources/>

- Liam Brown: Managing in a world of online teaching – It’s still about People, Price, Product, Promotion & Place?: <https://www.eaquals.org/eaquals-events/event/liam-brown-managing-in-a-world-of-online-teaching-its-still-about-people-price-product-promotion-place/resources/>
- Chris Farrell: Assisting with the management of online learning: <https://www.eaquals.org/eaquals-events/event/chris-farrell-assisting-with-the-management-of-online-learning/resources/>
- Supporting teachers in the online classroom by Chris Farrell: <https://register.gotowebinar.com/recording/6366365145464675847>
- Working from home effectively for managers and other ELT professionals by George Pickering: <https://register.gotowebinar.com/recording/7619508234320798989>
- Chris Farrell - Moving your school online: https://www.youtube.com/watch?time_continue=16&v=ev2lt9aMebY&feature=emb_logo
- How can universities support their staff? by British Council: <https://www.youtube.com/watch?v=nCAINeJZxTs&feature=youtu.be>
- What is the future of transnational education? by British Council: <https://www.youtube.com/watch?v=AXIZKit07Yg&feature=youtu.be>
- How can universities engage with and motivate students? by British Council: <https://www.youtube.com/watch?v=BNXLggusFt4&feature=youtu.be>

2.h Webinar Recordings on Assessment:

- Russell Stannard - Evaluation and Assessment when teaching online: <https://www.macmillanenglish.com/us/training-events/events-webinars/event/russell-stannard-evaluation-and-assessment-when-teaching-online>
- Assessing Writing Online by Cambridge Assessment English : <https://youtu.be/WQL5VnymLRY>
- Assessing Reading and Listening Online by Cambridge Assessment English: https://www.youtube.com/watch?v=dRhu7NQE1PQ&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=9
- Assessing Speaking Online by Cambridge Assessment English: https://www.youtube.com/watch?v=5LZvkZRsgXU&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=12

- Assessment for online learning by Cambridge Assessment English:
https://www.youtube.com/watch?v=66apPB32YyE&list=PLpmCHL8PnXq88RiE_Bc0bAaotsDCHsEay&index=14
- Thom Kiddle: Online Assessment: <https://www.eaquals.org/eaquals-events/event/thom-kiddle-on-line-assessment/resources/>

3. Free Training Courses on Teaching Online:

- Digital Citizenship for Teachers Course by Pearson Education:
<https://tr.pearson.com/tr/dont-stop-learning/professional-learning-experiences.html>
- Using Technology in Evidence-Based Teaching and Learning Course by Chartered College of Teaching-Future Learn: <https://www.futurelearn.com/courses/technology-teaching-learning>
- How to Teach Online: Providing Continuity for Students-Future Learn: <https://www.futurelearn.com/courses/teach-online>
- The Online Educator: People and Pedagogy by Open University: <https://www.futurelearn.com/courses/the-online-educator>
- Teaching EFL/ESL Reading: A Task Based Approach by Coursera: <https://www.coursera.org/learn/esl-reading#enroll>
- Get Interactive: Practical Teaching with Technology by Coursera: <https://www.coursera.org/learn/getinmooc#enroll>
- Differentiated Instruction Course by Pearson Education: <https://tr.pearson.com/tr/dont-stop-learning/professional-learning-experiences.html>
- Effective Feedback Course by Pearson Education: <https://tr.pearson.com/tr/dont-stop-learning/professional-learning-experiences.html>
- Language Assessment in the Classroom MOOC by British Council: <https://www.britishcouncil.org/assessing-language-classroom-mooc>
- Teaching English Online Course by Cambridge Assessment: <https://www.futurelearn.com/courses/online-tutoring>
- Online Training Course- Teaching for Success: the Classroom and the World by Future Learn: <https://www.futurelearn.com/register?return=7pzh41hg>

4. Useful Articles on Effective Online Teaching

- Albrahim, F. H. (2020). Online teaching skills & competencies. *The Turkish Online Journal of Educational Technology*, 19 (1), 9-20.
- Bailey, C. J. & Card, K. A. (2009). Effective pedagogical practices for online teaching: Perception of experienced instructors. *Internet and Higher Education*, 12, 152–155.
- Baran, E., Correia, A. & Thompson, A. D. (2013). Tracing successful online teaching in higher education: Voices of exemplary online teachers. *Teachers College Record*, 115, 1-41.
- Brinthaupt, T. M., Fisher, L. S., Gardner, J. G., Raffo, D. M. & Woodard, J. B. (2011). What the best online teachers should do. *MERLOT Journal of Online Learning and Teaching*, 7(4), 515-524.
- Crawford-Ferre, H. G. & Wiest, L. R. (2012). Effective online instruction in higher education. *The Quarterly Review of Distance Education*, 13(1), 11–14.
- McLoughlin, C. & Northcote, M. T. (2017). What skills do i need to teach online? Researching experienced teacher views of essential knowledge and skills in online pedagogy as a foundation for designing professional development for novice teachers. Paper presented at the International Study Association of Teachers and Teaching (ISATT) Biennial Conference, Salamanca, Spain.
- Rose, Sr. M. (2018). What are some key attributes of effective online teachers? *Journal of Open, Flexible and Distance Learning*, 22(2), 32–48.
- Savery, J. R. (2005). Be VOCAL: Characteristics of successful online instructors. *Journal of Interactive Online Learning*, 4(2), 141–152.
- Serdyukov, P. (2015). Does online education need a special pedagogy? *Journal of Computing and Information Technology*, 1, 61–74.

5. Useful Books on Effective Online Teaching

- Flores, K. A., Kirstein, K. D., Schieber, C. E. & Olswang, S. G. (2016). *Supporting the success of adult and online students: Proven practices in higher education*. Seattle, WA: CreateSpace Independent.
- Palloff, R. M. & Pratt, K. (2003). *The virtual student: A profile and guide to working with online learners*. San Francisco: Jossey-Bass
- Stavredes, T. (2011). *Effective online teaching: foundations and strategies for student success*. San Francisco: Jossey-Bass.

6. Useful Websites / Posts / Docs on Online Teaching

- Stanford University – Teach Anywhere website: <https://teachanywhere.stanford.edu/>
- Stanford University – Best Practices: <https://teachanywhere.stanford.edu/best-practices>
- Teaching Effectively During Times of Disruption by Stanford University :
https://docs.google.com/document/d/1ccsudB2vwZ_GJYoKIFzGbtmftGcXwClwxzf-jkkoCU/preview
- Vanderbilt University Center for Teaching: <https://cft.vanderbilt.edu/resources-for-just-in-time-online-teaching/> &
<https://www.vanderbilt.edu/brightspace/2020/03/06/putting-some-of-your-course-content-online-in-a-hurry-we-have-resources-for-you/>
- Going online in a hurry: What to Do and Where to Start:
<https://www.chronicle.com/article/Going-Online-in-a-Hurry-What/248207?cid=rclink>
- Conducting Distance Education Effectively :
<https://www.opencolleges.edu.au/informed/teacher-resources/resources-for-distance-education/>
- Handy Guide to Teaching Online by Pearson:
<https://online.flippingbook.com/view/223269/10/>