

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.