Balanced Teaching Periods 2017: Preparing for Orientation and Week 1

Silver: Good Practice

This guide is one of three designed to give you ideas for activities you can provide for your students in Orientation and Week 1. Bronze activities are the required minimum. Silver provides a range of 'extended' ideas that might make a superior preparation for Week 2. There is also a Gold guide to show you some more sophisticated best practices in preparing your students for study under the new Balanced Teaching Periods. Contact your IML [Faculty Learning Technologist](#) or IML [Academic Liaison](#) for further information and guidance.

What to do	Why?	Get help
Pre-flight self checks and diagnostic tests	Students benefit from knowing whether they really have the prior knowledge and skills needed for the subject. Use some questions from prereq subjects, or skills diagnostics then point students to self-help resources. These could be especially good for testing understanding of plagiarism.	[This help page provides more information about setting up a quiz in UTSOnline.](#)
Past students, alumni or an industry perspective	Students are keen to hear from others who value the subject and its outcomes. Create a short video (2-3 minutes) with either a past student or someone who can explain how the subject links into the workplace.	Questions to answer in this video could include: ● What was an enjoyable aspect of the subject? ● What was difficult? ● What tips can you recommend for success in this subject? ● How does this subject link to the real world?
Think about the navigation structure of your UTSOnline site	Students often say they can't find information in their UTSOnline site. Think about reducing the number of clicks a student needs to make to find your content. A left hand menu item called Subject Documents or similar may help them.	[This help page describes how to change the left hand navigation menu.](#)

		Contact your IML [Faculty Learning Technologist](#) if you need more help.
Create a screencast of your subject outline	Students may have questions about your Subject Outline. Think about the questions they usually ask you. Create a voice-over or screencast presentation talking them through your subject outline. You could also follow it with an online quiz to check they have got all the important information.	[This website provides an overview of screencasting and examples.](#) What software do I need? [Echo360 Personal Capture](#) is available to all UTS staff or if you have a Mac, [Quicktime is easy to use.](#) [How do I get Echo360 installed on my computer?](#) [This help page](#) will tell you more about creating a simple quiz in UTSOnline.
Introduce others from your teaching team	The students will be interested to hear from tutors, lab assistants, guests or anyone else who they will come into contact with. You could write a very short piece about who each of you are, and try to capture some of your feelings about the subject from a more personal perspective, or perhaps create a short video where each person explains their role or if the person is not available, a photo with voice-over.	[This webpage provides the basics for shooting your video.](#) [This webpage provides more information on video.](#)
Student Introductions	Encourage your students to post a welcome message in a discussion forum. Perhaps they could post a video or an image along with a written description. This helps build rapport and collegiality early and helps you get to know them sooner.	[This Tutorial](#) describes different uses of Discussion Forums and how to set one up.
Make the introductory reading for your subject more collaborative	Put up an (easy) A.nnotate subject reading and have students engage in a conversation that you will continue in your first class. It doesn't have to be an academic paper but perhaps an article from the news or an online blog/magazine. Something that gets them interested in the subject but also links the subject to the real world	[This web page introduces A.nnotate and describes how to use it.](#) [Use the UTSOnline Discussion Forum. Instructions can be found here.](#)

For help with UTSOnline, contact your IML [Faculty Learning Technologist](#) or come along to a [UTSOnline drop-in session.](#)