


TUTOR/ TEACHING ASSISTANT TRAINING AND DEVELOPMENT – ONLINE COURSE


The tutor/teaching assistant training and development online course is a digital training platform where tutors/teaching assistants are enrolled to acquire basic teaching and classroom management knowledge.

Access to the Online Training Course

1. TTD course link: <https://moodle.ukzn.ac.za/course/view.php?id=19790>;
2. Enter your LAN username and password, you will be redirected to the course enrolment page.

2020 Tutor Training and Development Enrolment options

 **2020 Tutor Training and Development** 🔍

 Teacher: Abdulbaqi Badru

▼ Self-Enrolment: 2020 Tutor Training and Development

Enrolment key

Enrol me

3. Enter course enrolment key = TTD2020, and click "Enrol me".
4. Tutor can begin the course.

2020 Tutor Training and Development

Your progress ①

Welcome to the Tutor Development Course

Dear Prospective Tutors

This online training course is the product of a long process which began with the recognition that tutors at UKZN need – and deserve – a programme that can assist them to contribute to excellence in teaching and learning at UKZN and beyond. The aim of this course is to provide you, the tutor, with the tools and skills necessary for facilitating learning. We see the role of a tutor as crucial, which is why we have invested time and resources* in developing this course, and in developing your potential. As Professor Ruby Dhunpathi, Director of UKZN's University Teaching and Learning Office, explains, 'In a massified, unequal higher education system, skilled tutors are a valuable interface between students and lecturers – providing a safe space to acquire mastery, apply theory, practice skills and activate collaborative learning. Moreover, skilled tutors facilitate learning by making connections to students' interests and learning styles, minimising weaknesses and inspiring intellectual growth.'

If you complete the online course with a course mark of 75% and above and fill in the evaluation form, you will receive a certificate which will enhance your chances of being selected as a tutor at UKZN. With your certificate, you will be eligible to attend the next round of training which takes place in the real world rather than in cyberspace. After attending this face-to-face workshop, you will receive an additional and obviously more prestigious certificate. Should you wish to progress further in your training as a tutor, you may submit a Tutoring Portfolio for evaluation. Details about this will be provided at the workshops.

We hope you find this course challenging, enjoyable, and most of all, beneficial.

*Made possible by the UCDP

About the Course

There are 10 sections in this course. While each is a stand alone section, the order does matter which is why you will only be able to navigate from one to the other in sequence. Each section has its own objectives but the overall objectives of this online course are three-fold: to orientate, educate, and upskill. There are little quizzes at the end of each section - just to make sure you're absorbing the information - but we want you to see the course as an opportunity to learn, rather than a mechanism to be tested. So sit back, relax, and enjoy the experience. Click on this link below to download the course outline and objectives.

PDF - Course Outline and Objectives

Number of Course Attempts

You can take the course as many times as you wish. The highest mark from your attempts will be considered as your pass mark. Hence, you can try as many times until you attain the pass mark of 75%.

Course Badges and Certificate to be Earned



Online Training Portal - Tools

The landing page of the platform presents tutors with different tools that will assist them in completing the online course. These tools are:

- **TTD Course Material:** This is a digital study guide and assessment module. Tutors are to read the course contents and attempt the assessments to complete the course.
- **TTD Course Material – PDF:** This folder contains the PDF version of the course content.
- **TTD Announcements:** This is a digital notice system. Tutors will receive notices around workshops and other events useful for their engagement as tutors.
- **TTD Feedback:** Tutors are required to complete the feedback form in order to evaluate the online course.
- **TTD Discussion forum:** Tutors can use this tool to engage one another on topics around teaching and learning and areas pertaining to their duties as tutors.
- **Course completion:** Tutors will earn a course completion badge after completing the online course.

Course Outline and Objectives

The course content is based on eleven (11) themes, which are: Roles and Responsibilities of Tutors/TAs, institutional culture, learning styles, learning theories, assessing learning, diversity and inclusivity, technology enhanced learning, organisational management, facilitation skills, self-management.

The table below presents the course outline and objectives under the eleven themes.

	Section	Course Objectives
1	Roles and Responsibilities of Tutors	Completing this section on Roles and Responsibilities should equip tutors with an overview of what constitutes the tutorial experience including <ol style="list-style-type: none"> 1. Planning 2. Managing consultation time 3. Administration 4. Assessment 5. Running tutorials
2	Institutional Culture	Completing this section on Institutional Culture, tutors should have a clear understanding of the context, values,

		goals, and commitments of UKZN, especially in relation to teaching and learning.
3	Learning Styles	<p>Completing this section on Learning Styles, tutors should be able to:</p> <ol style="list-style-type: none"> 1. Define learning styles. 2. Identify the different learning styles. 3. Discover strategies that can enhance the learning experiences for students with different learning styles. 4. Identify and explore your own learning styles preferences.
4	Learning Theories	<p>Completing this section on Learning Theories, tutors should be able to:</p> <ol style="list-style-type: none"> 1. Define a learning theory. 2. Identify different learning theories. 3. Understand the differences between and implications thereof of the different learning theories.
5	Assessing Learning	<p>After completing this section on Assessing Learning, tutors should have a clear:</p> <ol style="list-style-type: none"> 1. Knowledge of what assessment means. 2. Understanding of the importance of assessment. 3. Familiarity with key concepts and terms associated with assessment. 4. Awareness of the power of positive (and negative) feedback.
6	Diversity and Inclusivity	<p>Completing this section on Diversity and Inclusivity, tutors should have a clear sense of:</p> <ol style="list-style-type: none"> 1. What each term refers to. 2. How to promote inclusive teaching. 3. How to respect and embrace diversity. 4. How your own experiences and assumptions influence your teaching approaches.
7	Technology Enhanced Learning	<p>This section on technology enhanced learning will provide tutors with the following competencies:</p> <ol style="list-style-type: none"> 1. Engage with the concept of technology enhanced learning 2. Gain familiarity with technologies available in university classrooms 3. Know where and how to seek support in resolving classroom technology issues 4. Become familiar with blended learning and the flipped classroom
8	Organisational Management	<p>After completing this section on Classroom Management, tutors should be able to:</p>

		<ol style="list-style-type: none"> 1. Identify major trends in the development of organisational behaviour and management thinking with respect to facilitating a Tutorial session. 2. Contrast main features of different approaches to the organisation and management of a tutorial session. 3. Evaluate the relevance of these different approaches to organisational management in achieving student learning. 4. Assess the value of understanding the different approaches to organisation and management of tutorial sessions
9	Facilitation Skills	<p>After completing this section on Facilitation Skills, tutors should be able to demonstrate competency in understanding the principles and methods of establishing and maintaining a classroom or team environment that:</p> <ol style="list-style-type: none"> 1. Encourages participation of all group members. 2. Facilitates safe experimentation with new ideas, attitudes, and behaviours. 3. Enables participants to share responsibility for maintaining an atmosphere conducive to the open exchange of ideas.
10	Self-management	<p>At the end of this section on Self-management, you should have developed an appreciation for:</p> <ol style="list-style-type: none"> 1. The importance of using your time effectively. 2. The value of setting and achieving (realistic) goals and objectives. 3. Decision-making that is action-directed and performance-enhancing. 4. Taking care of yourself by recognising and taking steps toward alleviating high stress levels.