

ONLINE INSTRUCTOR

Roles, Skills, and Competencies Checklist

Facilitate

- enhance learning
- check in with students and be available
- time management
- offer assistance
- be present in discussion forums
- be the role model, foster online interactions
- use different presentation method to entice students participation and interests



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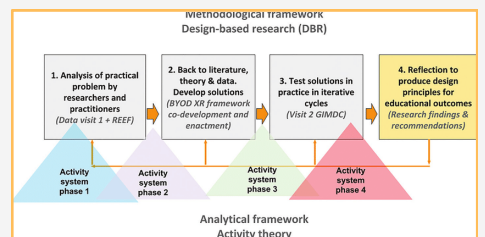
Being an online instructor also means you are the

- welcoming committee
- tech support
- comfortable with latest online tools and technology
- outside the box thinker and prioritize creative thinking
- have strong communication skills
- multiple channels and avenues to communicate with students
- provide constructive, positive, proactive, regular, and consistence feedback in different format
- you yourself is a lifelong learner
- teach with a passion

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Design

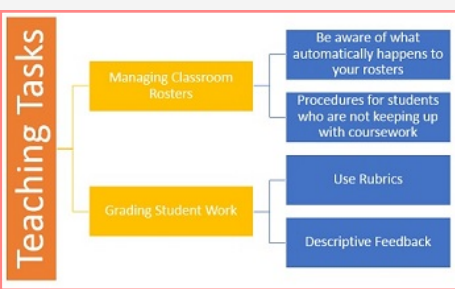
- establish realistic learning objectives that aligns with course intent and timeframe
- ensure accessibility
- develop a course shell
- use design-based approach to improve course
- direct and offer resources to help students



Manage

- provide content
- grade and collect assignments
- provide encouragement to students
- assess learning process of students
- evaluate and reflect course design

3



4

Subject and Content Expert

- Be an expert and demonstrate expertise
- deliver content effectively
- stay abreast with research, techniques, and theories behind why certain techniques are useful.
- translate content and facilitate into knowledge

Mentor

- be professionally oriented
- advise students on their
 - academic development
 - career goals and career path
 - course offerings
- establish a sense of professionalism
- have conferences with students

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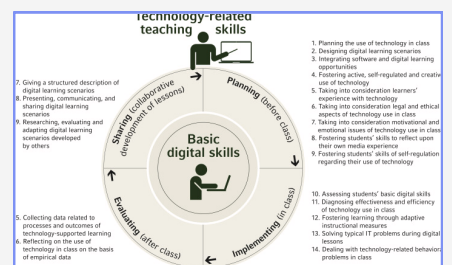
Technical Skills

- capability to use basic and collaborative technology to communicate and share knowledge with students
 - create audio/videos
 - voiceover narrative PowerPoint
 - PDF
- provide online constructive feedbacks
- upload and download materials
- anticipate difficulties by creating additional materials

Mindset to Learn

- grow in pedagogy and technology skills
- move from F2F to online teaching
- teachers as learners
- desire to teach and facilitate
- dare to experiment with technologies
- not afraid to make mistakes
- participate in traing

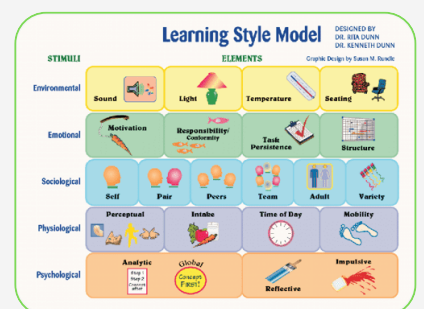
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Understand different learning Style.

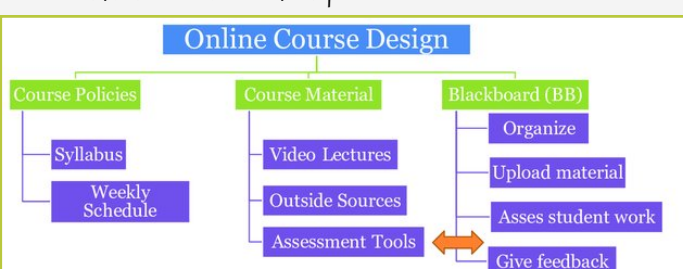
- understand and be empathetic towards synchronous and asynchronous modes of learning
- offer different activities for various learning styles



Course Design

- have instructional design skills
- knowledge of backward course design & web accessibility regulations
- write realistic learning objectives
- separate contents into manageable parts
- develop lessons in logical sequence
- assess students formatively to ensure progress
- creates sense of belonging
- build social presence
- provide safe and comfortable environment
- instill rules for netiquette

9



10

Assess and Evaluate Student Learning

- tailor student assessment specific for course
- provide timely, constructive, and consistent feedback
- evaluate and revise course assessments
- provide individual and group feedback in different format, written, audio, & video, etc
- survey style to provide interactive feedback

