

# PLANNING TEMPLATE OF A COURSE

---

## CONTENTS

By using these templates - Planning template of a course, Structure of a teaching session and Tools and Methods, you may plan a course, a structure for a teaching session and the related tools and activities. By clicking the symbol, you can go the right page of the planning document.

Click the  
symbol  
v  
v

**Planning template of a course,  
explanation and user's guide**



**PLANNING TEMPLATE OF A  
COURSE**



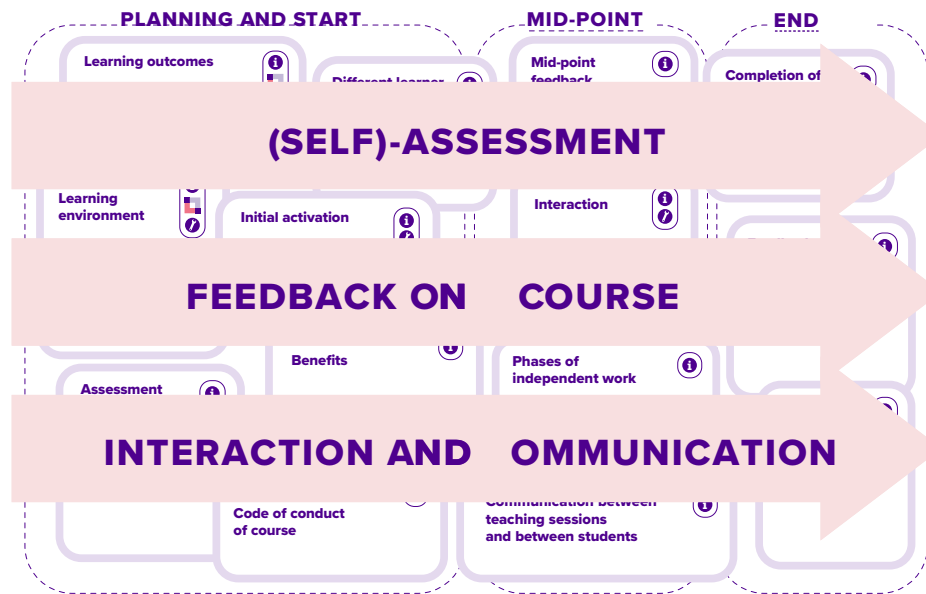
**STRUCTURE OF A TEACHING  
SESSION**



**TOOLS AND METHODS**

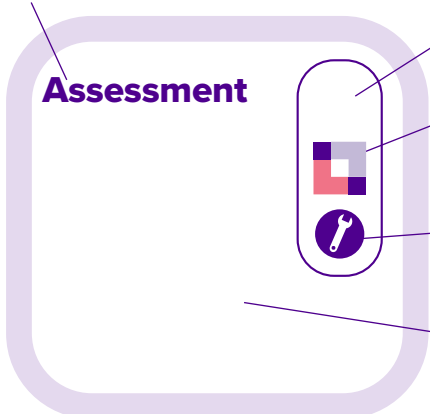


**THE PURPOSE OF THESE INSTRUCTIONS** is to guide the planner of the course to consider the issues collected in the templates. The figure below shows the three processes that flow through the course: (Self)-assessment, course feedback and interaction and communication



## DIFFERENT ELEMENTS AND THEIR USE, ASSESSMENT PART AS AN EXAMPLE

Name of part



### Further information and links

- Clicking the *i* symbol reveals additional information.
- Clicking on the link will take you to the relevant page on the Teaching and Learning Centre website.
- Clicking takes you to the toolbar page for this file.

### Field in which you can write

- You may continue writing even though the visible field ends. A scroll bar will appear to the right of the field.

# PLANNING TEMPLATE OF A COURSE

*Starting a lecture/teaching...  
and the mid-point... Are as important as the ending.*

## PLANNING AND BEGINNING

Learning outcomes

Different learners

Learning environment and tools

Initial activation

Assessment

Benefits

Code of conduct during the course, common rules

## MID-POINT

Interim feedback

Interaction and co-building of knowledge

Phases of independent work

Communication in-between teaching sessions and students

## ENDING

Completion of demonstrations and study assignments

Feedback on the course

Summary

1

?



# STRUCTURE OF A TEACHING SESSION

Course

Learning outcomes of a teaching session

1

?



PHASES OF TEACHING	TIME	METHODS AND TOOLS
--------------------	------	-------------------

Introduction	<input type="text"/>	
--------------	----------------------	--

Content phase I	<input type="text"/>	
-----------------	----------------------	--

Activation	<input type="text" value="🔧"/>	
------------	--------------------------------	--

Content phase II	<input type="text"/>	
------------------	----------------------	--

Ending	<input type="text"/>	
--------	----------------------	--

Course / module / teaching session



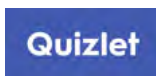
## OUTCOMES

## EXAMPLES OF TOOLS

Material, presentation and sharing



Assessment, demonstration of learning and quick activations



Group work and interaction



Other tools and links

