

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



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



**PLANNING TEMPLATE OF A
COURSE**



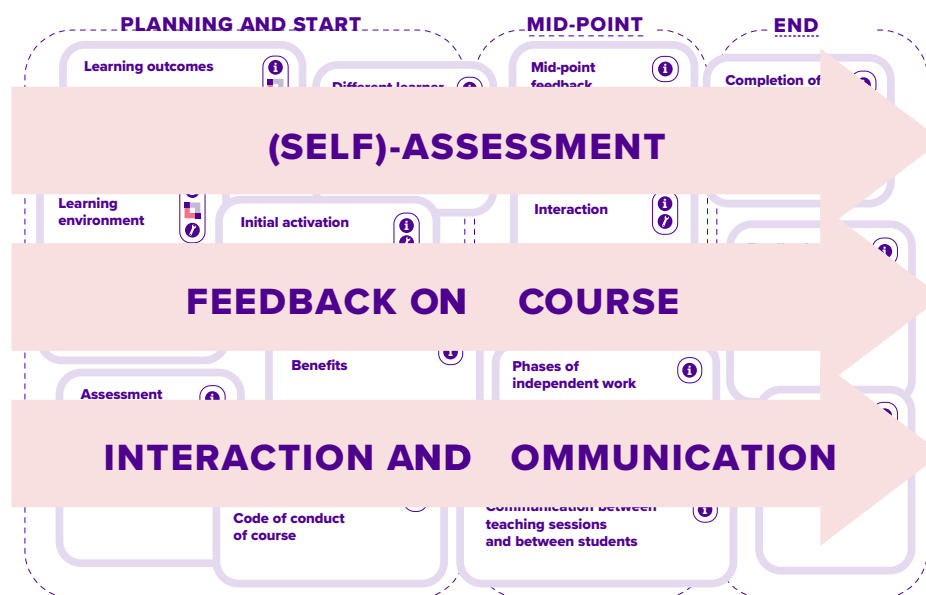
**STRUCTURE OF A TEACHING
SESSION**



TOOLS AND METHODS

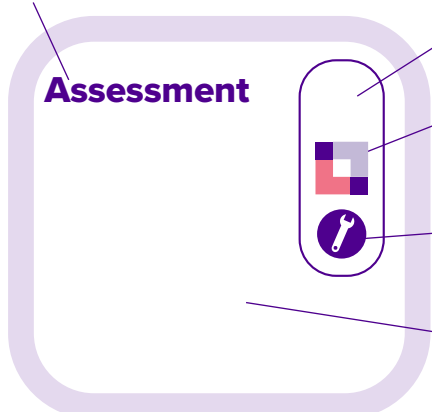


THE PURPOSE OF THESE INSTRUCTIONS is to guide the planner of the course to consider the issues collected in the templates. The figure below shows the three processes that flow through the course: (Self)-assessment, course feedback and interaction and communication



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		
Content phase I		
Activation		
Content phase II		
Ending		

Introduction



Content phase I



Activation



Content phase II



Ending



Course / module / teaching session

OUTCOMES

Material, presentation and sharing



EXAMPLES OF TOOLS



Stream



Sway



PowerPoint

Assessment, demonstration of learning and quick activations



Forms



Teams

Group work and interaction



Teams



Whiteboard



Other tools and links

The tools used in the Tampere Universities can be found in the teaching digital tools onion model.



DIGITAL TOOLS SUPPORT TEACHING AND LEARNING

Services offered by Tampere Universities

Tools available to all
Information security and data protection (DS) Conformity
Support and assistance

Other available services

Tools available upon request
Information security and data protection (DS) Conformity
Support and assistance

External services

Tools available upon request
Information security and data protection (DS) Conformity
Support and assistance

