Facilitating Online 2011

SMS Code	LT702001		
Level	5	*Credits*	10
Total Learning Hours	100	*Contact Hours*	30
Work Experience Hours	nil	*Self Directed Hours*	70

Introduction

In this course you are offered a mix of online learning methods. Attendance at the virtual course meetings is optional; however, the course meetings, weekly activities and assessment rely on interaction with your peers. This will occur via participants' blogs, web conferencing, email group, and one-to-one Skype meetings. There will be a mix of activities and self-directed work. Overall you can expect to spend on average 5-6 hours to week studying in this subject over one semester.

Online material is located on WikiEducator, an open access wiki platform (Course wiki). The Course Blog will be used for weekly announcements and summarising the week's activities and to link you to individuals' blogs. The Course Email Group will provide another route for group communication and discussion.

Links:

- Course wiki: http://wikieducator.org/Facilitating_Online
- Course Blog: http://facilitatingonlinecommunities.blogspot.com
- Course email group: https://groups.google.com/group/facilitating-online-communities
- Elluminate virtual meeting room: http://tinyurl.com/4jrfb3h

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Aim

To enhance understanding of how to facilitate in the online environments, using a range of synchronous and asynchronous online communication tools.

Learning Outcomes

At the successful completion of this course, students will be able to:

1. discuss the features of online communities and networks
2. explore the principles and practices of online facilitation
3. apply a variety of communication tools to facilitating online

plan, facilitate and evaluate an online event.

Course expectations

Equipment
You will need access to a headset that includes a microphone for use during the live web conferences.

Course content
Course content is delivered via readings, videos, and recordings. We also have weekly online meetings/seminars via Elluminate and other web-conferencing tools which not only provide course content but allow you to network, become familiar with online communication and offer you the opportunity to practice your online facilitation skills. As the course progresses, you will be advised of external online events. Again, attendance is not compulsory but provide alternative opportunities to witness and experience online facilitation.

Participation

Whilst it may appear that there is a large amount of content and events happening, it is up to you to decide what to engage with or attend to meet your learning needs. Nevertheless, if you do not connect with other participants on your blog, other participants' blogs or at live events, you will miss out on the learning that comes from working with others in an online community.

Topics and Timetable for 2011

Dates	Live online events (NZ time)	Topics
7 – 13 March **Introduction to Facilitation Online**	Elluminate Thursday March 10th 20.00 hours or Friday March 11th 12.00 hours	Orientation to the course **Blog:** Set up blog and introduce yourself and your work.
14 - 20 March **Setting the scene**	Elluminate Wednesday 16th March 20.00 hours or Thursday 17th March 13.00 hours	Think what you want to explore during FO2011 **Blog –** Make a plan for what you want to learn and explore
21 - 27 March **The 'who', 'what' and 'why' of online facilitation**	Elluminate: Terry Neal: Virtual teams Wednesday 23rd March 10.30 hours	Factors that impact on online facilitation – what is an online network and community **Blog –** Consider that online facilitation is

28 March - 3 April **What is online facilitation?**	Speaker TBA	Discuss what online facilitation is **Blog –** Discuss models of facilitation
4 - 10 April **Case studies**	Wiziq Nellie Deutch - Tips for online facilitation Monday 4th April 14.00	Case studies exploring eMentoring, facilitating asynchronous discussions and live events Set up Wiziq (web-conferencing tool) **Blog –** Key things to remember when facilitating an even
11 - 17 April **The idea**	Elluminate Wayne Mackintosh – Facilitating online using a wiki Wednesday 13th April 2pm	What skills do you need as an online facilitator? Using Skype for online facilitation **Blog –** What your ideas for your event include do far ? **Assignment 1 -** April 15th 17.00 hours New Zealand

Easter break and mid term break - 18 April to 1 May (2 weeks)

Date	Class sessions	Topics
2 - 8 May **Bringing a team, community, network or group together**	TinyChat Nicola Boud Online facilitation and sustainability Tuesday 3rd May 09.00-10.00	Bringing people together in an online environment. Using social networking websites for online facilitation Make sure you can access TinyChat **Blog** – How you will attract people to your online event?
9 - 15 May **Working collaboratively, planning and recording decisions**	Wiziq Gloria LeMay Online facilitation in business and advocacy contexts Thursday 12th May 10.00	Communication tools used for online communication and collaboration **Blog –** How do you collaborate online?
16 - 22 May **Marketing, recruiting helpers and participants**	Join a Twitter event Elluminate Preparing for the course mini conference Wednesday 18th May at 19.00 hours	Planning for an online event Set up a Twitter account **Blog –** Marketing your online event
23 - 29 May **Managing the event or activity**	Elluminate Kate Timms-Dean Online facilitation and cultural competence 23rd May at 10.00 hours	Working online with people from many cultures, ethnicities and nationalities, with different languages, customs and social norms. **Blog -** What does it mean to be a culturally competent facilitator?
30 May - 5 June	Elluminate	Methods for reflecting on and evaluating your online event and facilitation

Evaluating and reflecting on an event	Bronwyn Hegarty Evaluation of your online facilitation Wednesday 1st June 19.00-20.00 hours	**Blog -** Ideas about how you will evaluate your online facilitation **Assignment 2 -** June 3rd 17.00 hours New Zealand
6 - 19 June (2 weeks) **Preparing for the course mini conference**	Elluminate Last minute questions about mini conference Wednesday 8th June 19.00 hours and/or Thursday 9th June 12.00 hours	Prepare your event for the mini conference **Blog** – Post your plan for your event
20 June- 1 July (2 weeks) **Mini-conference**	**Mini-conference**	Facilitate your event and attend the events of other course participants
4 – 8 July **Sum up of course and evaluation of mini event**	Elluminate Mini conference debrief and course evaluation Dates/Times TBA	**Blog –** Summarise your learning during the course **Assignment 3 -** July 8th 17.00 hours New Zealand

Assignments

There are three summative assignments. Alongside are weekly formative blogging activities that build toward the summative assignments. Whilst these activities are not compulsory, we do recommend that you complete them as they will help you prepare for the summative assignments and give you the opportunity to receive formative feedback to support your thinking and preparation.

Assignment 1: Online communities and networks
Learning Outcomes: 1 and 2
Marks: 'Pass' or 'Not passed'
Due Date: April 15th 17.00 hours New Zealand

Write a blog post that explores:

- the features of online communities and networks;
- the elements of skilful online facilitation.

Include in your post/s why it is important for an online facilitator to be aware how online communities and networks function.

Marking criteria
There are no word limits. However, to pass this assignment you need to:

- follow the course schedule, read the assigned material and participate in any events;
- include original thoughts, reflections and references - don't just summarize readings or events;
- make connections between the weekly topics;
- make connections between your previous blog posts;
- make connections with posts that other participants have written.

Assignment 2: Planning an online event
Learning Outcomes: 3
Marks: 'Pass' or 'Not passed'
Due Date: June 3rd 17.00 hours New Zealand

Write a blog post that explores:

- how online communication tools can be used to facilitate online;
- the process of facilitating an online event.

Marking criteria
There are no word limits. However, to pass this assignment you need to:

- follow the course schedule, read the assigned material and participate in any events;
- include original thoughts, reflections and references - don't just summarize readings or events;
- make connections between the weekly topics;
- make connections between your previous blog posts;
- make connections with posts that other participants have written.

Assignment 3: Evaluate your facilitation of an online event
Learning Outcomes: 4.
Marks: 'Pass' or 'Not passed'
Due Date: July 8th 17.00 hours New Zealand

This assignment requires you to report in your blog on your facilitation of an online event in the course mini conference.

- What went well, and what did not go so well
- How the event was organised and promoted
    - adequate information
    - support (technical and access)
    - relevant for the audience
- Whether the event was managed and conducted smoothly - particularly noting how you handled any disruptions.
- What efforts you made to ensure that all participants knew where they were supposed to be and when, and arrange technical support for people?
- How you set the stage, made introductions, explained the aims, and whether you managed to remain neutral and facilitatory.
- How you did a round up, drew closure and indicated where recordings and other follow up materials would be made available.
- Feedback from audience
- How you would do things in the future
- General comments and additions.

Marking criteria
There is no word limits on this post. However, to pass this assignment you need to address each of the elements outlined above.

Marks

Marks are not allocated to each assignment, only a 'pass' or 'not passed'. You must successfully complete all assignments to be awarded a pass in the course. One re-submission per assignment is possible if a pass is not obtained the first time. (Note: feedback given on draft copies of assignments does not affect the re-submission regulations.)

Extensions

Please note that you must request an extension before the due dates.