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Towards a disaster resilient India

Improve Disaster Management with the help of fact based information

Tutor's guide (2)
Skills, Qualifications, Tasks and Tools

NATIONAL INSTITUTE OF DISASTER
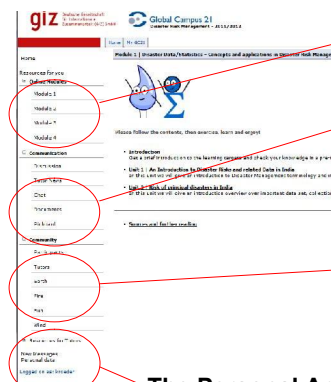MANAGEMENT - Delhi
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What does a Tutor in a BL Course (1)?

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Let us look at the interface of the Participants and the Tutor (in 2011/12)

The Online Modules
This is the proper course content as described in the first presentation

The Communication area
Tutor News
Chat – Arranged Communication slots
Documents – Exchange and Presentation
Pinboard – Post, Read Info snippets

The Community
The Participants (individually)
The Tutors (individually)
The Participant's Groups
    For Chats
    For Group Exercises

The Personal Area
Resources
Personal Messages / Data
Logon Information

What does a Tutor in a BL Course (2)?

Let us look at the tasks of a Tutor

1. Virtual Communities
Learn about virtual communities: what they have to do with e-learning.
2. The Tutor and his skills
Find out what a tutor has to do and what skills he needs for his task.
3. What to do if...?
Take a look at a regular day in a tutor's life: What are the principles he employs, what challenges does he need to master?
4. Social aspects
Find out what members a learning group usually consists of and how tutors may deal with intercultural aspects and different types of learners.
5. Application of communicational tools
Tips on how to use e-mail, chat and forums to give support to your participants.
6. Things that need to be done!
Find out the essential daily organisational tasks constitute of a tutor, and how to make these tasks easier for you.

What is a Virtual Community?

Virtual communities use various means of communication for the exchange between their members: mailing lists, newsgroups, chat channels and forums. Some virtual meeting places are public. Other spaces are protected: One has to become a member of a community, get a password, and only then may enter communication.

Learners as an online community

Virtual communities are built on the bases of various original points of interest. While one may be interested in computer-aided problem solving and discussion of the most recent software-updates, others may offer help with related problems, and yet others might found a forum for exchange of research findings in a certain line of study at university level.

During internet-based learning, course participants (who usually don't even know each other at the start) are often grouped in virtual learning communities. Even if the course applies so-called **blended learning** which is a combination of face-to-face events and computer-aided training, the computer will not solely be used in the e-learning phases as a means of transportation of the relevant content. It rather serves as meeting point and means of communication for the learners.

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Virtual communities need a person who is in charge and who integrates: the community of the learners, the connection with the institution that provides the course, and the learning process.
During e-learning, this is the responsibility of **the tutor**. He needs to bridge the gap to the learners and fosters efficient and result-oriented learning

The tutor is	His tasks are
First resort Host Evaluator	communicational support
Trainer Coach Motivator	content-related individual support
Manager Group co-ordinator Organiser	organisational, social support

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giz Qualifications and skills in detail nidm

Content-related qualifications
- Know the contents
- Media competence
- Handling of everyday technological problems as a user

Social competence
- Knowledge of self-governed learning
- Learning strategies
- Stress and time management
- Group building processes

Communicational skills
- How to give feedback
- Asking the right questions
- Communicational practice
- Learning motivation

Tasks of the tutor

What does the daily work of a tutor look like, how does he act and react?

Feedback is one of the most essential tasks of the tutor: Through positive **motivation** and individual feedback, participants can often be kept from dropping out of the course early.

Leading and managing a learning group also means to make sure that there is communication among the participants, which will increase the level of information and foster a feeling of social sharing. Therefore, it is paramount that the tutor display competent **hosting** of the various communicational events.

The tutor ensures the smooth running of an e-learning course. This includes effective **management.** He will remind the participants of deadlines, counteract possible conflicts and take the appropriate consequences if a situation starts to get out of control

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Tools of the tutor In the DM course discussion (2010)

Click here to enter discussions

Different subjects and groups

Click here to open

Number of topics and posts

Who was last to post a message?

More on Discussions (2010)

Click here to post another response, edit or quote (right corner)

A posting

...and the response

An attached document (click to open or save)

A quote or link to the web (click to access)

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Write a personal message

Write text

Add colours, add media (Pictures, Video etc.)

Add icons

Submit message to discussion forum

Attach files

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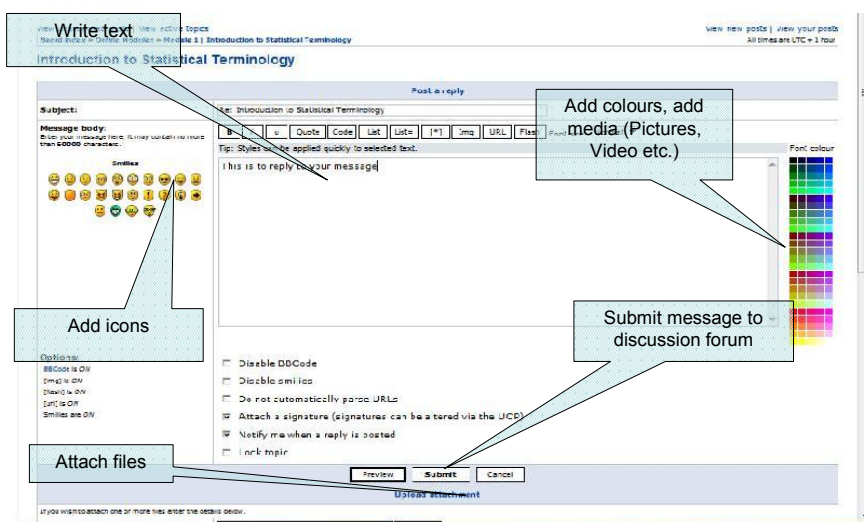Klaus Röder / Consultant
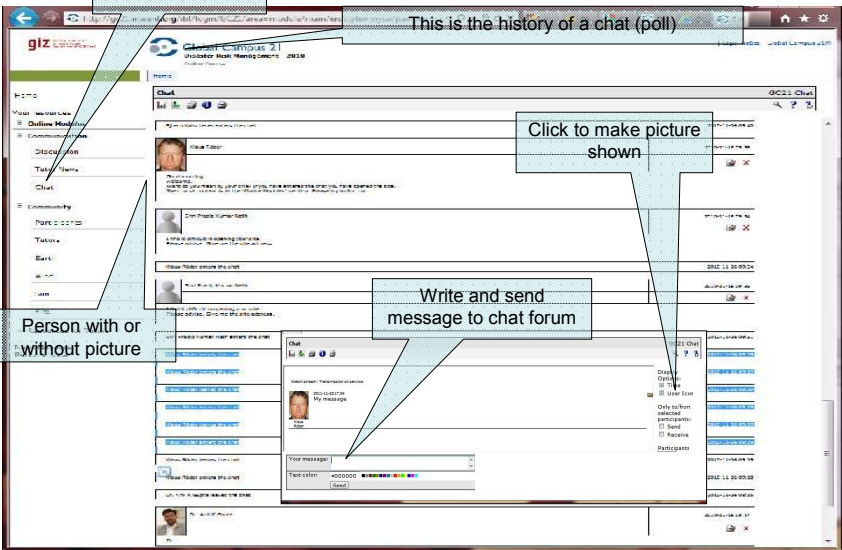
Chats

Click to enter Chat

This is the history of a chat (poll)

Click to make picture shown

Write and send message to chat forum

Person with or without picture

Participants list and tutors list

Click to see enrolled participants

Click on name to see the profile / see if the person is online

Click to see tutors

Edit profile of user / tutor

Click to send an e-mail

Sending e-mails

E-mail is adressed to everyone in the list. Select if you do not want to send it to all

Add subject

Write text / Submit

Submit or cancel

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Home

Home

Your resources
- **Online Modules**
- **Communication**
  - Discussion
  - Tutor News
  - Chat
- **Community**
  - Participants
  - Earth
  - Wind
  - Sun
  - Fire
- **Resources for Tutors**

Email

Recipients: Peter Bank [p.bank@ifanos.de]
Dr. Florian Bemmerlein-Lux [flo@ifanos-concept.eu]
Andreas Berg [berg@brainticket.de]
Bjoern Kalscheuer [bjoern.kalscheuer@inwent.org]
Klaus Röder [kroeder@gmx.net]

Subject: Saving hello

Text: Hello

OK Cancel

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Klaus Röder / Consultant

Personal Data

Click on User Information to change personal data

Change password by select "Personal data on main screen"

Move down and click Edit to modify / then edit text, picture etc.

Click on any name to see profile submitted by owner

Click on groups to see group members

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  - Tutors
  - Earth
  - Wind
  - Sun
- **Resources for Tutors**
- New Messages
- Personal data

User: Display Peculiars

Login : kroeder
Full name : Klaus Röder
Gender : male
Small image :

Company : Berater - Consultant - Consulter
Address :

Klaus Röder
Berater - Consul
Seidelbastsr 7
80939 München
Deutschland - G
Tel.: +49-89-
Mobil.: +49-1
Fax.: +40-00-
Mail: kroeder

Phone : +49-89-12763563
Phone Mobile : +49-162-406/90/
Fax :
E-mail (1st address) : kroeder@gmx.net

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Home

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  - Discussion
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  - Chat

Economic, Environmental and Social Statistics (1982-1987), Business consultant for European consultancy (1991 – 2003), intermittently and after 1987 Independent consultant (until today).

Married, 4 children. Living in Munich, Germany

Edit

While registering to the Global Campus the system: surname & name, phone address.

This link offers the opportunity to ma

Change your personal data

Due to security reasons we suggest to change your persona

Change your personal password

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Tutor News

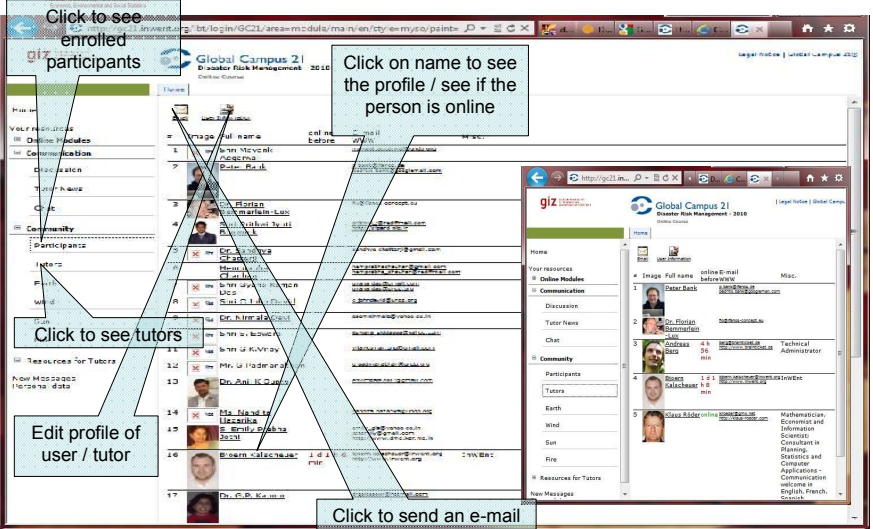Click on Tutor news to write (as a Tutor) or see (as a participant)

Click to write a new tutor message. This message will appear on the welcome screen. The message is written as an e-mail

Files can be attached and can be opened, saved etc. by any user

Edit or delete Tutor News

Sort messages, select by sender, date etc.

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That was a brief overview about

Skills of a Tutor

Qualifications of a Tutor

Tasks of a Tutor

Tools of a Tutor

Don't worry, if this is all too much at the beginning.
Skills and qualifications improve by training – Enjoy your role as a Tutor

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Thank You for your Attention!

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