

# FOR-PD Facilitation Best Practices

Below is a list of best practices, generated by our very own facilitators! These tips can be implemented in your sections throughout the semester and are tried and true practices that have helped FOR-PD facilitators.



## Course Schedules & Participation

- Create your own homepage where you can post reminders, calendars, and extra commentary on discussions, etc. for students
- Use timeline to assist students
  - o Send weekly emails through WebCT reminding students when assignments are due
  - o Post FYI message in each lesson discussion area letting students know when the lesson assignments are due
- Send weekly reminders via *outside* email to participants about the course

## Discussion Area

- Post a "Read Me First" ("Discussion Notes" or "FYI") discussion in each lesson discussion area with important information about each lesson (tips on assignments, reminders about rubric requirements, etc.)
- Individualize responses to each and every discussion posting
  - o Add more to each discussion rather than simply agreeing or acknowledging the points made by others
  - o Challenge comments (respectfully)
  - o Ask insightful questions about topics
- Print out each persons' "Meet Me Here" posting so they can be referred to when responding to each persons' postings with consideration to their teaching situation / level
- Keep a file folder on each participant to look back and compare discussions and postings of individuals from lesson to lesson
- Post "Stop and Think" questions based on weekly topics to elicit additional dialogue between participants
  - o Use real-life events to trigger conversation
  - o Request feedback on issues discussed

## Grading and Gradebook

- Grade postings as soon as you read them to keep track of what is done and what is not
- Keep a log of which postings you have graded by your computer so you have it handy
- Print out the postings you need to grade so you can do it wherever/whenever you have time

