# Teaching Tips

## A Forum for discussion and tips for advancing teaching and learning at Mona

## Dealing with large classes: Technology Enhanced Teaching

**Clickers for UWI Mona?**

Hand-held electronic devices called clickers are helping college students in many college and universities in the USA improve and increase learning in many disciplines according to a series of research studies. A clicker has three main parts:

1. A wireless hand held transmitter
2. A receiver – this receives signals from the clickers
3. Software – this is installed on the teacher's computer enabling him or her to record, display and manage student responses and data.

These hand held devices make it easy for university teachers to check students

mastery of the content transmitted in a lecture or some other class. By using these clickers, both the lecturers and students have a good idea if students understand the content, concepts, issues etc. If they do not understand the teacher might take corrective measures for instance re-teach, try to get them to think about the issues in another way, perhaps with small group discussion.

In classrooms where clickers are used, usually multiple choice questions will appear on a large computer screen in the front of the room. Students use the wireless device (resembling a TV remote) and choose the correct responses for the assigned questions. Of course, their answers are based upon their understanding of the content presented or discussed in the lecture or

teaching learning activity which was just completed. The university teacher is able to tell how the students fared because a bar graph shows the percentage of the class voting for each answer.

This kind of formative assessment providing feedback to teacher and student is an excellent classroom monitoring device that can improve and increase learning. Since students vote anonymously, it is likely that a true reflection of their understanding of the topic is achieved.

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### Special points of interest:

## Strategies for Increasing Student Participation and Engagement in Large Classes

**Think-Pair-Share**

Think-Pair-Share is an active learning strategy that engages students with material on an individual level, in pairs, and finally as a large group. It consists of three steps.

First, the teacher poses a prepared question and asks individuals to think (or write) about it quietly.

Second, students pair up with someone sitting near them and share their responses verbally.

Third, the teacher chooses a few pairs to briefly summarize their ideas for the benefit of the entire class.

When used at the beginning of a lecture, a Think-Pair-Share strategy can help students organize prior knowledge and brainstorm questions.

## One Minute Paper / Free Write

Ask participants to write for 2-3 minutes on a topic or in response to a question that you've developed for the session. Again, this is particularly useful in those moments where facilitators/teachers are asking participants to move from one level of understanding to another, from presentation of new ideas to application of ideas, from considerations about self to situations involving others. The moments of writing provide a transition for participants by bringing together prior learning, relevant experience and new insights as a means of moving to a new (aspect of the) topic.

The writing offers participants a moment to explore ideas before discussion, or to bring closure to a session by recording ideas in their minds at that moment. A minute of writing is also a useful thing when discussion takes a turn you didn't expect – when a particularly good question comes from the group, when discussion keeps circulating around a basic idea rather than inching its way into potential applications or deepening of ideas. Useful with other active learning tools.

**Preparing to Teach-**
**Get Things Done Faster—Keyboard Shortcuts for Microsoft Word**

Keyboard shortcuts make it easier to interact with the computer and reduce your dependence on the mouse.

By pressing a single key or combination of keys on your keyboard, you can complete the same tasks that may have required multiple clicks of the mouse. Here is a list of some of the most frequently used keyboard shortcuts.

| Keyboard Combinations | Action |
| --- | --- |
| CTRL+N | Opens a new document |
| CTRL+O | Opens a document that was previously saved |
| CTRL+W | Closes an active window but does not exit Word |
| ALT+F4 | Exit (Closes) Word |
| CTRL+S | Saves current document |
| CTRL+P | Print current document |
| CTRL+A | Select All items in document |
| CTRL+C | Copy selected item |
| CTRL+X | Cut selected item |
| CTRL+V | Paste selected item |
| CTRL+Z | Undo last action |
| CTRL+Y | Redo last action |
| CTRL+F | Find-specified a word or phrase in a document |
| CTRL+H | Find and Replace a word or phrase in document with another |
| CTRL+B | Bold or remove bold from selected text |
| CTRL+I | Italic-formats selected text to make it *italic* or remove italic |
| CTRL+U | Underline or remove underline from selected text |
| SHIFT+F3 | Change the case of letters |
| CTRL+ SHIFT+W | Underline words but not spaces |
| CTRL+E | Centre a paragraph |
| CTRL+J | Justify a paragraph |
| CTRL+L | Left align a paragraph |
| CTRL+R | Right align a paragraph |
| CTRL+M | Indent a paragraph from the left |
| CTRL+1 | Single space a line |
| CTRL+5 | Set line spacing to 1.5 |
| CTRL+2 | Double space lines |

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