SUPPORTING TUTORS: A RESOURCE FOR MODULE COORDINATORS

UCD Teaching and Learning provides a number of resources and training opportunities for those who support the teaching of accredited modules at UCD: primarily tutors, but also demonstrators, teaching/clinical assistants, etc.

This short document aims to highlight some of these materials and offer guidance in the support of these individuals.

FIVE CONSIDERATIONS FOR SUPPORTING TUTORS

- Communication
  Ensure there is opportunity for the tutors to discuss and understand their role.

- Supports
  Provide guidance/instruction as to the expectations of each tutorial session.

- Community
  Enable and encourage tutors to meet others and discuss matters arising.

- Provide the tutors with access to the module in Brightspace
  Via: InfoHub – Students – Curriculum – 'Module Access Management'

- Training
  Support tutors to develop skills; locally and via T&L workshops, resources or modules.

AVAILABLE SUPPORTS FOR TUTORS

Note: Tutors or demonstrators who have been assigned as tutors via the Module Access Management system will automatically be added to a distribution list and will receive information about UCD Teaching and Learning training opportunities.

Workshop:
Each September and January, UCD Teaching and Learning run a two hour induction session for tutors and demonstrators, details may be found on the website:
https://www.ucd.ie/teaching/professionaldevelopment/tutorsanddemonstrators/

Resource:

There is a dedicated [Tutor Induction Handbook](#) that includes much more detail than the session itself, and may be used as a guide and reference for future work.

Accredited Module:

UCD Teaching and Learning provides a five ECTS elective/option module for tutors

UTL 40230

https://www.ucd.ie/teaching/professionaldevelopment/tutorsanddemonstrators/

Explore Module:

Within Brightspace there is a [Tutor Induction Explore](#) resource to support the Induction Workshop, wherein you will find a video of the induction session.

To navigate to the explore module, log into Brightspace
- Seek out the Explore Modules (it is a header on the blue navigation bar marked 'Explore')
- Search and find the 'Tutor Induction', Enrol
- Therein under Learning Materials, Additional Resources you'll find the video (and workbook).
Further resources are planned for the future.