

Online Discussion: Instructor's Weekly Wrap-up Template

April Mattix Foster, TCLDEL and International Education

In asynchronous courses, we can cover a great deal of material, and our discussion boards are often rich with information, ideas, shared strategies, and additional food for thought. At the end of a module, it is helpful to for an instructor sum up the big ideas in one place for students to refer back to as they continue on with their learning and growing in the course. This is also an efficient way to increase *instructor presence* in the course.

One way to situate a Weekly Wrap Up is to create a template that can be used each week to capture ideas. The consistent design helps students know what to expect, and it provides a useful tool for student review. The Wrap Up can be posted in a central location that makes sense in the setup of your course. Here is one possible template to try out:

Weekly Wrap Up Template

Great Quotes – Pulling great lines that various students wrote in their responses

Big Ideas – Creating themes of main ideas and points that emerged from the discussion

Gems to Keep in our Backpacks – Key strategies that emerged in the discussion to keep

Questions to Ponder – Wonderings that emerged