What is Study Guide

The study guide is a text that, **in addition to the syllabus**, describes **step by step** the objectives, the expected activities of the learner, the schedule, the mandatory requirements you expect from the learner, the study actions and assignments.

In online learning, a study guide is extremely necessary and **much more thorough** than in classroom learning. This is the detailed document that tells the learner what to study and by when.

The study guide does not have to simply duplicate what is already in the syllabus, but **to supplement and explain** it. Avoid long and confusing text. The simpler and clearer and more unambiguous it is, the clearer the learner understands what is required of him.

It makes clear when there are **real-time online meetings** (with the help of BigBlueButton, Teams, etc.) and how communication takes place in forums. Write in the study guide not only the deadlines for completing the tasks but also the deadlines for the forums. Even if they are forums for communication and participation without a score.

Online meeting times and forum deadlines are important for the learner to be able to **plan** study and life.

The recommendation for online learning is to **divide the course into periods** such as two weeks (or else) by dividing all learning activities between those periods. So the learner can be given a clear overview of the expected study in that period.

WHAT THE STUDY GUIDE CONTAINS

- A general introductory **description** of the learning process, what will happen and how.

- Course **schedule**. A complete list that includes the online court times for the entire course as well as the times for all assignments until the end of the course.

- A more detailed description of **each course topic or period**.
  For each period (for example, two weeks) or topic
  - what to read
  - what (written or other) tasks need to be done
  - the deadline for tasks
  - what activity is obligated to participate online
  - which activities require group work (group work forums, joint group work documents, etc.)

- **Description of all mandatory activities**. In this situation, it cannot be assumed that the syllabus is sufficient. Don't be afraid to repeat what is written in the syllabus here. Repeating the description of the mandatory tasks is not excessive repetition. One could paraphrase **"repetition is the mother of understanding."**

- Very important! **The principles of evaluation and feedback** are set out. In classroom learning, the lecturer can always explain and answer when the grades will come and when the feedback will be given. In online corse tt is necessary to write this clearly. Write how the late work is assessed, as the learner can expect feedback. In classroom teaching all this could be explained in lecture. This is not the case in online learning, so the priciples of evaluation and feedback must be written clearly.

WHERE THE STUDY GUIDE IS LOCATED

It is good to compile the study guide as **one complete document** and it will be posted **on the home page** of the Moodle course. For example, a Moodle webpage, a Word Online link, or a PDF file (or Word file).

If desired, the study guide can be divided into sections and then placed at the beginning of each topic or period on the Moodle page.

STUDY GUIDE CHECKLIST

1. The learning objectives set out the objectives and learning outcomes of the course.
2. The study guide is thorough and comprehensive, including an overview of all teaching - when and where and how it takes place, what is done, how it is assessed, etc.).
3. The introduction or study guide sets out the requirements for passing the course and the assessment criteria.
4. The homepage of the course in the study guide lists exactly what the learner has to do for each topic. What is happening in the course is clearly stated.
5. The study guide provides students with the necessary prerequisites and prerequisites as well as (including technical) requirements for participant (or states that there are no preconditions).
6. The course study guide presents the principles of assessment and feedback (when to assess, how, where and when to receive feedback).
7. The course contains deadlines and the rules for following them.

LIST OF SOURCES:

HITSA. (i.a.). *Juhend kvaliteetse e-kursuse loomiseks.* Retrieved from
https://oppevara.hitsa.ee/ekursus

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Tartu Ülikool. (i.a.) *Kontrollküsimused e-kursuse valmisoleku kohta*. Retrieved from
https://sisu.ut.ee/sites/default/files/juhendid/files/kontrollkysimused_kursus2.pdf