



Ways to Incorporate an Online Learning Assistant into your course:

It is important that the students in your course see the Online Learning Assistant as a part of the course. Having frequent, low-stakes grading assignments in your course is one way to incorporate an OLA and enhance the learning experience for your students. Below are some ways in which the tutor can be an active resource for you and your students.

Activity	Description	Supports
Q & A or Parking lot	<p>The instructor sets up discussion post area within Learn where students can share weekly or bi-weekly questions they have regarding the material being covered.</p> <p>The tutor can work with the instructor and:</p> <ol style="list-style-type: none">1. Provide feedback through the discussion posts to each student individually.2. Set up review sessions through Collaborate.3. Identify areas where students are having similar questions and create tutorials that can shared with the class.4. Direct students to additional online resources relevant to the content being covered.	<p>Academic Support Building Community</p> <ul style="list-style-type: none">• Timely and frequent feedback.• Provide early formative feedback.• Asses academic progress of students.• Encourage students to seek help early.
Review Sessions or tutorials	<p>Based on content being reviewed and student's questions.</p> <p>The tutor can:</p> <ol style="list-style-type: none">1. Help connect what they are learning in the course with real life scenarios.2. Set up review sessions through Collaborate (room can be set up for the semester by EL Course designer).3. Create tutorials to be shared with the class.4. Direct students to additional online resources relevant to the content being covered.	<p>Build Community Online Setting Support Academic Support</p> <ul style="list-style-type: none">• Help students think critically about the content.• Provide needed guidance on any aspect of the course.



<p>Built in Drafts or Scaffolded Assignments</p>	<p>Students submit drafts of their projects to the tutor prior to submitting to the instructor.</p> <p>Then tutor with a rubric can:</p> <ol style="list-style-type: none">1. Provide feedback the student can use to revise their project (This is not grading).2. Support scaffolded projects in providing additional support and feedback.	<p>Academic Support</p> <ul style="list-style-type: none">• Timely feedback.• Encourage student engagement.• Help students realize if they are on the right track with their projects.
<p>Reflective Discourse</p>	<p>Ask students to write short, informal writing assignments. For example: responses to readings, end-of-lesson notes (highlights and confusing points), notes about charts or tables, basic reflections on the content learned.</p> <p>The tutor with a simple rubric can:</p> <ol style="list-style-type: none">1. Provide feedback the student can use to revise their project (not a grade).2. Read the responses and provide feedback to students.3. Become aware of key points students may be confused with and inform instructor.	<p>Academic Support</p> <ul style="list-style-type: none">• Allows for reflection and timely feedback.• Helps students think critically about content.• Asses academic progress of students.
<p>OLA Meetings/ "Office hours"</p>	<p>Students meet synchronously with the tutor and review projects or concepts in the course during set times. Similar to meeting with a tutor at CAPS in person.</p> <ol style="list-style-type: none">1. When students meet with the tutor they are required to have questions about the course or a reflection of their project to talk about.2. This can be done through Collaborate.3. The tutor provides notes of the interaction to the instructor.4. It can be done as a group or individually.	<p>Academic Support Online Setting Support Building Community</p> <ul style="list-style-type: none">• Inform instructor of Academic progress of students.• Identity students who are not participating early on.• Help reduce feelings of isolation.• Encourage students to think more critically about content.

<p>Create Review Mock Tests</p>	<p>Can be used as a formative assessment tool. The tutor with instructor support can:</p> <ol style="list-style-type: none"> 1. Create mock test/quizzes based on student questions or trends instructor recognizes. 2. Can facilitate activity with class to help them come up with review material. 	<p>Academic Support</p> <ul style="list-style-type: none"> • Critical thinking. • Academic review. • Build community. • Provide formative feedback.
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Sources

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