UA Office of Instruction and Assessment
Teaching Assistant Training ONLINE (TATO)

Sponsored and coordinated by the UA Graduate College, Teaching Assistant Training Online (TATO) is a collection of self-paced modules about teaching and learning. These modules are made available to TAs via D2L, the centrally supported course management system at the UofA. TATO modules and associated resources can be accessed at any time via d2l.arizona.edu. See How to self-register for a TATO module

Modules currently available:

1. Staying Out of Trouble: UA Policies (required for TAs)
These interactive lessons on UA policies teach by asking TAs to apply each policy appropriately in a variety of situations drawn from actual experiences. TAs must earn 95% or higher on the final test not later than two weeks after the start of classes. The Graduate College monitors test scores.

Topics covered include: academic integrity, code of conduct, conflict of interest, copyright, disability resources, disruptive and threatening behavior, FERPA, non-discrimination/anti-harassment, syllabus (policy on, how to write), legal services for students, UA Dean of Students, UA Manuals and Policies, UA Police. Additional resources are also provided

At the conclusion of this module, you should be able to:

- identify a situation in which there exists a conflict of interest
- give examples of an "educational record"
- respond appropriately to inquiries from parents or others who request to see student grades
- identify disruptive and threatening behaviors and have some strategies for handling these situations
- give examples of discrimination
- identify what is and what is not sexual harassment
- identify how to report violations of UA policies
- describe behavior that is prohibited by the Code of Conduct
- distinguish between the medical and socio-political models of "disability"
- define universal design and describe universal design practices in your teaching
- identify what information is required in a course syllabus
- describe your responsibilities and how to report violations of UA policies
- identify resources that assist in learning more about UA policies

90-180 minutes, 8 lessons, final test

2. Getting to Know Your Students provides information on the most important characteristics of today's undergraduates, how they learn, what they need to learn, and their goals, hopes and expectations for the future. It also provides tips for learning student names, an important element in teaching undergraduates, and a profile of UA's undergraduate students.

4 sections, no test

3. Learning Objectives: Start with the End in Mind: Teachers cannot judge whether or not students are learning unless the students are clear on what they are expected to do to demonstrate such learning. This module addresses the difference between a *goal* and an *objective,* and explains how to write learning objectives that focus on observable behavior.

   The main ***instructional goals*** of this online module are to:
*   introduce TAs to basic concepts in assessment, evaluation, and measurement of learning outcomes
*   offer TAs an opportunity to try out writing learning objectives

When you have completed this model, you should be able to:
*   Identify differences between student-centered descriptions of learning and teacher-, course-,or content-centered descriptions of learning
*   Differentiate between the following concepts: assessment, evaluation, measurement
*   Explain the importance of assessment in the teaching/learning process
*   Construct well-formed learning objectives using *Bloom's Revised Taxonomy*

1 hour, 5 sections, pre-test and post-test, short activities, quizzes with answers

4. Discussion as a Way of Teaching helps TAs prepare for and manage discussion sections. It offers step-by-step methods for guiding students' comprehension of course materials, and offers solutions to common problems found in discussion sections. At the conclusion of this online lesson, we will suggest that you complete a reflective exercise to help apply newly acquired information to how you think about and plan discussion activities.

Upon completion of this lesson you should be able to:
*   Describe the purpose of a discussion and how it contributes to student learning.
*   Describe the roles and responsibilities of the instructor and students.
*   Identify the 8 steps of Hill's method of learning through discussion (LT
*   Have options to address common problems.

6 sections, quizzes with answers, reflective activity, test

5. Rubrics: This module describes what a rubric is and the benefits of using rubrics to achieve consistency in grading students' work. Examples of rubrics for various types of assignments and activities and disciplines are included.

After completing this TA Training Online (TATO) module, you will be able to do the following:

- Articulate what a rubric is and the elements that comprise a rubric
- Articulate the benefits of using a rubric
- Create a rubric (Principles and Practices)

3 lessons, standard and ADA versions, no test

6. Assessment Basics: Your best chance of capturing what your students have learned comes from varied assessment methods and through an overall assessment plan that reflects your philosophy of teaching and your goals for the classes.

Assessments
- Provide a learning experience for students.
- Provide feedback on your teaching and course design.

Four areas are introduced in this module:

1. Exams
2. Papers and Other Written Assignments
3. Assessment to Enhance Learning
4. Assessment to Improve Your Teaching

4 sections, no test

7. Assessing Student Writing: After completing this module, you will be able to

- Articulate why student writing is important as an educational goal
- Identify two major structural/organizational problems and three mechanical errors common to student writers
- Apply three strategies for improving writing
- Identify at least three resources for learning more about assessing student writing

There are three main sections in this module
1. The Purpose of Student Writing
2. Common Student Writing Errors
3. Basic Writing Assessment Tips

3 lessons, ADA and standard version, no test

8. Copyright, Fair Use and Instruction provides an overview of copyright laws and fair use of copyrighted materials in instruction. It also provides several scenarios to test your knowledge in complying with copyright laws.

Fair Use and Text Tutorials

9. TATO Library Resources and Services for TAs