**Pre- and in-seminar (asynchronous) activities with embedded resources:**

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| **Activity 1** | **SPARK** [image, video, quote, etc] | **Tools & tech**  ⏷ |
| **Purpose** | To identify/compare/contrast/critique/review/extract/collate… |  |
| **Task** | Briefly and clearly explain the task, in stages (‘what’). Indicate where students need to complete each part (e.g. in which area of the VLE). Link to or reference any resources needed (e.g. readings, external online materials, other learner-generated content, etc). State when the task should be completed by. | VLE discussion board |
| **Reflection & feedback** | Follow-up, shorter tasks involving own and others’ contributions | Padlet [link] |
| **Alignment to LOs** | LOs 3 and 4 |  |
| **Relevance to assessment** | This activity provides excellent practice for the first piece of assessment for this module, which consists of [X]. |  |
| **Indicative time needed** | 40 minutes |  |

**Sample Plan for a 60-minute online seminar starting at 9am**

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| **Time** | **Objectives** | **Topic & associated LOs** | **Activity** | **Sync/ Asynchronous** | **Technology** |
| 9.00 | Ensure access, set-up, warm-up and socialisation | N/A | Simple activities to ensure everyone can use the basic tools and is aware of the etiquette | Sync | Collaborate  Real time, recorded version always available |
| 9.10 | Review lessons learned from pre-workshop Activity 1 | Topic X  LOs 3 & 4 | Tutor summary on Topic X and students’ responses to Activity 1. Q&A. | Sync | Collaborate |
| 9.20 | Consolidate key principles on Topic X | Follow-up activity available from NILE discussion board | Async | NILE discussion board |
| 9.30 | Sum up | Final points by tutor and students | Sync | Collaborate |
| 9.35 | Identify main difficulties and possible solutions to Activity 2 | Topic Y  LO 3 | Tutor to review responses to Activity 2, identifying key areas of difficulty. Online polling. Q&A. | Sync | Collaborate |
| 9.45 | Overcome the difficulties identified above | Quick knowledge-testing activity, either verbally or as a quiz | Sync | Collaborate |
| 9.55 | Summary, conclusions and prep for next session | Topics X, Y and Z  LOs 3, 4 & 5 | Tutor-led input on today’s key points  Pointers to Activities 3 and 4, highlighting importance and links to assessment | Sync | Collaborate |
| 10.00 | Close |  |  |  |  |