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**FOCUS GROUP TOPIC GUIDE**

***“EVALUATION OF PROFESSIONAL DEVELOPMENT COURSE DESIGNING, DELIVERING AND EVALUATING ONLINE STUDY-UNITS”***

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| **INTRODUCTION** | *Before starting the focus group, all participants must sign the informed consent form (Appendix 1) and complete a brief demographics data questionnaire (Appendix 2). Make sure you have turned on the sound recorder before recording.*  Thank you for agreeing to participate in this focus group. The interview is expected to last approximately one hour. Everything we talk about will be kept confidential and your identity will not be disclosed to anyone at any time. We ask you to respect the privacy of other participants in the group and keep the information shared today confidential.  We want to gain insight into your experience participating in the 9 modules Designing, Delivering, and Evaluation Online Study Units course. The information you provide will be used to help us improve the course in future iterations.  I would like to you to introduce yourself, by stating your first name, field of work and the number of years you have been teaching. |
| **BEGINNING** | **Let’s start with you** *... point to the person who will start first.* |
| **MIDDLE** | *Follow the set of main questions. Feel free to use additional questions, however, avoid leading questions!*  **As a participant in an** online *Designing, Delivering and evaluating online study units’ course* **….**  *CONTENT/DELIVERY*   1. **How would you evaluate your experience in the course?** 2. **Do you feel that the content in the 9 modules addressed the learning objectives stated at the beginning of each module?** 3. **How would you rate the content of the online course? Can you elaborate?** 4. **Was there content that was not covered in the course you think should have been included? Can you give an example?** 5. **Did the modules present information that was new to you?**   *SUPPORT*   1. **Did you feel supported in this course with regard to – getting access to the course, navigating the course, troubleshooting etc.?** 2. **Were the facilitators in the course supportive?** 3. **Was feedback constructive and timely? Can you elaborate?**   *STRUCTURE*   1. **Do you feel that the course addressed your learning needs?** 2. **Do you feel the modules within the course kept your interest and motivation you to continue in the course? Do you recall as specific incidence?**   *COMMUNITY*   1. **How would you describe your interaction with other participants in the course?** 2. **Did you feel respected by fellow colleagues and facilitator? Can you share an experience related to this?** |
| **CONCLUSION** | *OUTCOMES*   1. **What were the best aspects of the course?** 2. **How would you suggest improving in the course – modules in the future?** 3. **How has this experience affected you personally and professionally? Can you elaborate?** 4. **Have you changed your understanding of “digital education” as result of taking the course? How?** 5. **Did you already have an opportunity to apply what you learned in practice? Can you provide an example?** 6. Have you shared what you have learned with your colleagues/classmates? If so what? 7. **Has your participation in these courses made you feel more empowered to use digital technologies in teaching?** 8. **Have you already made or are you planning to make any changes to your teaching practice because of your participation in the courses?** If Yes, what/why/how. 9. **Can you estimate approximately how many hours you spent each week on this course? Approximately how many in total?** 10. **How did COVID-19 affect your learning experience in this course?** 11. **Would you like to add anything or comment or pass information to the designers and facilitators?** 12. **Would you be interested in taking part in a 2-3 module train-the-trainer course offered in the fall?** |
| **CONCLUSION** | We would like to thank you for participating in this focus group. If you wish to obtain feedback but have not specifically requested it in the informed consent form, you can do so now. |

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