PP: Teaching diary entry template

This template should be used with the document *TIDE Guidance on teaching diaries.* Remember that in the diary you are writing for your future self - it is personal and will be a useful tool for you in the future.

You may already be keeping a teaching diary. If you are, it is fine to carry on, but please try to use the advice below as you write your entries.

For the APP programme, we would like you to think about changes you have made to your teaching in the last couple of years. Examples of changes could be small things you have changed, such as altering the structure of a lecture (A1/A2), or the wording of an assignment brief (A3). Or they might be larger changes, like deciding to give students more detailed feedback on their essays (A3), introducing field or laboratory work to what was a classroom based topic (A4), or even redesigning a whole course or qualification (A1).

To make sure you are focusing on your teaching, rather than your subject, we ask you to say which of the PSF Area of Activity codes A1 to A4 applies to the change you made. As in the examples above, this might be just one or more than one.

A1 Planning teaching

A2 Teaching and/or supporting students’ learning

A3 Assessment and giving feedback to students

A4 Developing learning environments where students feel safe, relaxed and encouraged

In your entries, make sure you have asked yourself the questions:

* What was the change I made?
* Why did I make this change?
* How did students respond?
* How successful was the change?
* Should I make other changes in the future?

You can use the table on the next page, either to make notes before writing the entry into your usual teaching diary, or for the final version of your TIDE diary entry.

Good luck with your diary entries! We ask you to do at least one of these entries for each of the APP Steps in the TIDE programme. If you wish, you can talk to colleagues for help and advice about your diary entries.

## Teaching Diary entry template

Text in brackets [ ] is for guidance and can be deleted.

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| **What was the change I made?** [Explain **what** the change was and **how** you introduced it in about 100 or 200 words. Use one or more of the tags A1=A4 to show which Area(s) of Activity it is.] |
| **Why did I make this change?** [Was there a problem or issue with the previous teaching? Or was this a new idea and opportunity? In either case explain a little about the background, how you identified the problem or opportunity, and **why** you thought this change would be helpful to your students.] |
| **How did students respond?** [Think here about your students and their learning? Were they happy? Were they engaged and taking part in activities? How did you check their learning and what did they tell you about it? It is important here to write about both positive and negative responses from students. We learn about how to improve our teaching from both.] |
| **How successful was the change?** [In this section, think again about the reasons why you made the change and how well the change has met the problem or opportunity that you started with.] |
| **Should I make other changes in the future?** [What has writing about this change taught you? Should you make further changes to this teaching example, or in other classes?] |