

Overview: Quick Start Guides



Admin Resources

Purpose

Maximize efficiency and program effectiveness by planning ahead, understanding major platform components, and implementing the right strategy for each situation you might encounter as a course administrator.

Quick Start Guides



[Team-based Learning](#)

Research has proven that learning collaboratively is more successful than learning individually, leading to greater retention of information, more learner satisfaction, and a more impactful learning experience. NovoEd gives you three options to engage your learners in collaborative learning: course-long teams, assignment-long teams, and groups.



[Discussions](#)

Discussions provide richer learning experiences that can connect learners across departments, time zones, and experiences. Complex topics lend themselves easily to a discussion, as learners benefit from increased community participation and peer-to-peer interactions.



[Mentors & Managers](#)

The Mentor role on NovoEd allows the experts on your team (such as managers, coaches, leaders, and trainers) to be assigned to learners. Offer coaching, including feedback and approval on assignment submissions, and track progress easily through the mentor dashboard!



[Feedback](#)

Meaningful feedback can be critical to a learners' success as it promotes self-reflection which can lead to an increase in knowledge retention. NovoEd provides several tools for incorporating feedback, whether formal or informal, public or private, instructor-to-learner or peer-to-peer. Even informal feedback such as comments on submissions can lead to higher course completion rates.



[Practice & Application](#)

With opportunities for practice and application, one is more likely to develop deep learning and long-term retention of skills and knowledge. Learning happens at a deeper level when the concept is practiced and explored with revision and exposure to other colleagues' work. Application is the process for that practice to occur and serves to confirm the mastery of a topic/subject within the learning environment. NovoEd enables both practice and application.



[Effective Facilitation 101](#)

Course facilitators that are available and accessible to learners are a crucial part of a learner's journey. Humanized content, being able to convey concepts in meaningful ways, and using multiple engagement methods improves learners' sense of community and feeling of connectedness to the content and the course. Decide how you're going to facilitate your course early on; block time on your calendar daily or several times a week to help you prioritize facilitation; and review course data on a regular basis to get a feel for what's happening.

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