## Tutorial planning template

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| **Tutorial context** | | | | | | | | | | | |
| Term and date of tutorial: | |  | | | | Type of tutorial (revision; 1st year; problem-solving etc.) | | | |  | |
| Tutorial length (mins): | |  | | | | | | | | | |
| Mode (online/face-to-face): | |  | | | | | | | | | |
| Focus of tutorial (eg topic(s) to be covered): | |  | | | | Are you using your own teaching materials or those ‘inherited’ from a colleague(s)? | | | |  | |
| **Your students** | | | | | | | | | | | |
| Number of students: | |  | | | | Year group: | | | |  | |
| Student diversity:  Existing knowledge of topic(s)?  Home/international students?  etc | | How will you create an inclusive learning environment for these students? | | | | | | | | | |
| Do any students in your tutorial group have a [student support plan](https://academic.admin.ox.ac.uk/disability/student-support-plan)? If so, how will this influence your tutorial planning? | |  | | | | | | | | | |
| **How will you make use of students’ submitted work to inform your tutorial plans and feedback provision?** | | | | | | | | | | |
| * What are your tutorial aims? * What elements of the work did students find easy and/or problematic? * Did their work meet your expectations? * How do you plan to provide your students with feedback? | | | | | | | | | | |
| 1. **Briefly describe what your students should be able to do by the end of the tutorial – these are often expressed in the form of ‘intended** [**learning outcomes**](https://www.ctl.ox.ac.uk/learning-outcomes)**’ (ILOs). A small number of ILOs is appropriate for an individual tutorial:** | | | | | | | | | | |
| ILO1  ILO2  ILO3 | | | | | | | | | | |
| 1. **What types of activities do you have planned for the tutorial? How do these relate to your students’ learning needs and the tutorial ILOs?** | | | | | | | | | | |
| Activities:  Approx. timings:  Resources needed: |  | | |  | | |  | | |  |
| 1. **Use the space below to make notes during or after the tutorial (you may find these notes useful to inform your termly OxCORT report, for example, comments on the quality of students’ submitted work, their level of engagement during the tutorial etc)** | | | | | | | | | | | |
| **Student 1** | **Student 2** | | **Student 3** | | **Student 4** | | | **Student 5** | **Student 6** | | |
|  |  | |  | |  | | |  |  | | |