



Self-Nudging Toolkit for Educators

This toolkit is designed for **faculty members** who want to enhance their teaching practices through the **digitalization of their workflow**, integrating digital tools for lesson planning, student engagement, material sharing, assessment, and more. It leverages **self-nudging techniques** to motivate continuous improvement in teaching while reducing friction.

Key Features of the Self-Nudging Toolkit

1. Automation & Personalization

Use of automated reminders, notifications, and data-driven feedback loops.

2. Goal Setting

Setting measurable goals for each teaching domain (e.g., share materials 48 hours before class, check student progress weekly).

3. Visualization & Tracking

Use data dashboards and task tracking tools to visualize progress and outcomes.

4. Collaboration Encouragement

Prompts for peer collaboration and participation in professional development activities.

5. Gamification

Incorporate reward systems or "completion streaks" to motivate consistent behaviors like timely material sharing or student feedback.



1. Lesson Planning and Curriculum Design

Barriers: Time constraints, outdated materials, resistance to technology.

Self-Nudges:

- **Slogan:** *"Plan today, teach tomorrow!"*
- **Nudge:** A calendar reminder every week to review and update lesson plans with digital tools (templates, multimedia resources).
- **Tools:** Google Calendar, Trello, or a learning management system (LMS) prompt for creating or updating a plan.

Tip: Use templates that include interactive elements (videos, quizzes) to keep your lessons dynamic.

2. In-Class Teaching and Student Engagement

Barriers: Passive teaching styles, lack of student participation.

Self-Nudges:

- **Slogan:** *"Engage more, lecture less!"*
- **Nudge:** A pop-up reminder or scheduled notification to include an interactive element (poll, quiz, breakout session) in each class.
- **Tools:** Kahoot, Mentimeter, or Zoom breakout rooms for real-time engagement.

Tip: Set a reminder to introduce a new interactive tool in your lecture every two weeks to keep things fresh.

3. Didactic Material Creation and Sharing

Barriers: Delayed material updates, inconsistent sharing, lack of creative tools.

Self-Nudges:

- **Slogan:** *"Create once, share often!"*
- **Nudge:** An automated reminder to upload lecture materials (slides, readings) 48 hours before each class.
- **Tools:** Google Drive, OneDrive, LMS (Moodle, Blackboard) for quick and organized sharing.

Tip: Use one-click sharing options and keep your materials accessible and updated using cloud platforms

4. Student Assessment and Progress Monitoring

Barriers: Manual grading, difficulty tracking student progress, adapting assessments.

Self-Nudges:

- **Slogan:** *"Assess early, adapt fast!"*
- **Nudge:** A notification after each major assignment to review student progress and adjust future lessons or assignments accordingly.
- **Tools:** Turnitin, Google Forms, or LMS quizzes for automated assessment.

Tip: Set goals for student progress, and use weekly progress dashboards to keep track of where your students stand.

5. Evaluation of Learning Outcomes

Barriers: Misalignment between assessments and learning objectives, lack of outcome tracking.

Self-Nudges:

- **Slogan:** *"Measure success, one outcome at a time!"*
- **Nudge:** An automated prompt after major assessments to reflect on how well learning objectives were achieved, using data analytics.
- **Tools:** LMS dashboards or assessment analytics to measure student outcomes.

Tip: Set specific, measurable learning outcomes at the start of each module and use analytics tools to evaluate them.

6. Feedback Mechanisms (Instructor and Student)

Barriers: Delayed or insufficient feedback to students, lack of student input on teaching.

Self-Nudges:

- **Slogan:** *"Feedback fuels growth!"*
- **Nudge:** A reminder after grading to provide personalized feedback on assignments and request feedback from students on your teaching.
- **Tools:** Google Forms, SurveyMonkey, or LMS feedback features for anonymous surveys.

Tip: Schedule a mid-semester feedback session to adjust your teaching based on student input.

7. Tutoring and Mentoring

Barriers: Inconsistent check-ins with students, time constraints.

Self-Nudges:

- **Slogan:** *"One conversation can change a path!"*
- **Nudge:** A regular calendar notification to check in with struggling or high-potential students for personalized support.
- **Tools:** Microsoft Teams, Slack, or email for easy one-on-one communication.

Tip: Set reminders for regular mentoring touchpoints throughout the semester.

8. Collaboration with Peers and Continuous Professional Development

Barriers: Isolation in teaching, lack of peer feedback, time for professional development.

Self-Nudges:

- **Slogan:** *"Grow together, teach better!"*
- **Nudge:** A notification to join online webinars, workshops, or peer observation sessions.
- **Tools:** LinkedIn Learning, Coursera, or institution-based peer observation programs.

Tip: Block time monthly to engage in at least one professional development activity or peer feedback session.

9. Classroom Management and Student Behavior Tracking

Barriers: Difficulty in maintaining engagement in hybrid/online settings, lack of real-time data on student behavior.

Self-Nudges:

- **Slogan:** *"Track today, intervene tomorrow!"*
- **Nudge:** Alerts for low attendance, participation, or disruptive behavior, prompting timely intervention.
- **Tools:** LMS analytics or behavior tracking tools (e.g., ClassDojo).

Tip: Set thresholds for attendance or participation that trigger follow-up actions automatically.

10. Course Documentation and Administrative Tasks

Barriers: Administrative overload, inconsistent documentation.

Self-Nudges:

- **Slogan:** *"Organize now, relax later!"*
- **Nudge:** Weekly reminders to complete grading, update syllabi, or submit required reports.
- **Tools:** Task management apps like Asana, Todoist, or built-in LMS tools for admin tasks.

Tip: Use task batching (e.g., grading all papers in one session) to minimize the burden of administrative work.

11. Time and Resource Management

Barriers: Overloaded schedules, difficulty balancing teaching and administrative duties.

Self-Nudges:

- **Slogan:** *"Your time is precious, use it wisely!"*
- **Nudge:** A digital timer or Pomodoro-style reminder to balance teaching preparation, grading, and self-care.
- **Tools:** Time management apps (e.g., Toggl) or Pomodoro timers.

Tip: Block time in your calendar for focused work and ensure regular breaks to avoid burnout.

12. Inclusivity and Accessibility

Barriers: Lack of awareness or difficulty ensuring accessible teaching materials.

Self-Nudges:

- **Slogan:** *"Teach for all, reach them all!"*
- **Nudge:** Reminders to check if your materials meet accessibility standards (e.g., captions, screen reader compatibility).
- **Tools:** Blackboard Ally, voice-to-text software, or accessibility checkers in Google Docs/Word.

Tip: Regularly review content for inclusivity (e.g., diversity in examples and language) and accessibility.