Minimum Expectations for Teaching and Additional Information re Online Delivery

1. Weekly material must be ready for online delivery by the start of the first timetabled session following the current timetable for both Sept. and Jan. cohorts. This must include a powerpoint with guidance for students on the material covered either through a screencast or narration and a quiz or discussion to check learning.
2. You will have all had access to the training sessions we have provided either face to face or online. We have agreed to start with a basic approach. We are not at this time using any synchronous teaching software, but relying only on the Brightspace tools outlined in the training sessions including:
3. Screencasting and Powerpoint Narration
4. Quizzes
5. Discussion Boards or Live Chat

You are instructed to only use these tools until further notice. No more is required at this time because:

* We need to ensure that all students are receiving a similar learning experience
* After recent face to face and online training, staff will have the skill set to provide this experience
* Keeping our online structure simple will put us in a better position to achieve our initial goals

1. All staff need to be available for a minimum of 2 hours per week dedicated to student discussion boards or live chats. One hour will be a “live” session when students will know you are at your computer and will be able to respond directly either via live chat or on a discussion board. This should be the last hour of one of your morning sessions to try to compensate for time zone differences. If you do not have any morning classes then this should be at the start of one of your afternoon session.

NB. We are continuing to follow the current timetable for this communication so that all staff know their students will be free and there are no conflicts with other modules and discussions they may have with their other teachers.

1. New e-Champs have been appointed to assist in the move to online teaching and learning and to help support teachers in preparing for the weekly delivery of lessons. Please see attached list for who your e-Champ is and ensure you have established contact with them.
2. A weekly meeting structure has been organised to ensure the flow of information from the Management Team to Heads of Dept. and ultimately all staff. Management will meet on Mondays and the e-Learning Team, including Heads of Dept. and newly appointed e-Champs, will then meet on Tuesdays. Staff meetings will take place after these meeting as organised by your HoD. All staff must take part in these to ensure they are up to date with current developments and to feedback on student issues etc. It is vital that all staff stay in contact as we move to working from home. Ensure you check both Study Group and University email regularly and on a daily basis.
3. We will start delivery on Monday 23rd. We will not be teaching over the scheduled Easter break. This will give us time to reflect on how things have gone in the first two weeks. This is for all students.
4. Progress Coaches should use their scheduled P2P time to carry out a live chat or discussion forum with their group. Due to different time zones, if the timetabled slot is late in the day this will have to take the form of a discussion forum to allow for more engagement. Progress Coaches should use Brightspace to email their groups to arrange this in the first instance.