

# TA Requirements for Modules for online Delivery

## Overview tab

This is the SOL for [COM302](#) that was submitted to the Transformation Academy to be checked and signed off for both the build a topic and build a module which were created within the TA guidelines. The theory is once a pilot SOL has been signed off it will be used as an exemplar to build all of the SOLs across the computing subject

group to make sure all mine content is consistent, although there is flexibility on layout as long as we have the requested TA content.

More details go to the [Build your Module tab on the TA SOL](#).

An image has been used here it is a public domain copyright free image used for cosmetic reasons; to brighten up the page which is a good idea to do

More details here: <https://martinsolent.github.io/>

This was a Requirement for the course pages but I think it's a good idea to put it on each of your module SOLs

There will be a template to copy paste

TA SAYS:  
"Welcome students to the module via a short video"

**NOTE:** Create video (3min) and upload to Panopto then use the embed code to put it on the page. Make sure you use captions/subtitles which are auto generated, then correct them where necessary.

I've also added a transcript which was required by TA, but as long as you have captions/subtitles you're good I also have given them access to the slides used this presentation

TA SAYS:  
"Set expectations for online learning and teaching – roles and responsibilities of the whole learning community"

**NOTE:** This is info offered by TA

TA SAYS:  
"Add the learning and teaching scheme"

**NOTE:** I added a link to a page with the weekly teaching scheme on to avoid cluttering out this page

I have placed a link to the academic calendar as this will help students get an overview of the main university milestones

There will be on a template to copy paste

group to make sure all mine content is consistent, although there is flexibility on layout as long as we have the requested TA content.

More details go to the [Build your Module tab on the TA SOL](#).

Add a description of the module, you can copy and paste this from the module descriptor rewording as you see fit

This is a Foundation module so has not gone through the curriculum review, so is using the old module descriptors

But if using a new descriptor you could use some information that explains **Why this module is important**

Information from the new formatted module descriptors can also be placed to cover learning outcomes from **What you will be able to do after the module**

TA SAYS:  
"Add the learning outcomes, ensuring they can be achieved online"

TA SAYS:  
"Provide a module map that outlines to students how they will progress through from start to finish, and use this to guide your topic tab labelling"

**NOTE:** Here I presented the learning activities (in red) that lead up to the assessments (in blue)

TA SAYS:  
"Indicate some of the learning and teaching activities involved in the Module"

**NOTE:** I also added a video presenting the delivery for this module, but this is up to you

This link uses the template provided to plan out your modules learning activities on a weekly basis.

You will get promoted to a scale 10 full professor if you fill in one of these for each of your modules... Lol

You don't need this, as long as you do have a weekly Learning & Teaching Scheme

# TA Requirements for Modules for online Delivery

## Assessment tab

For more details go to the [Build your Module tab on the TA SOL](#)

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Add ALL Assessment briefs including Refer briefs and signed off Peer Review forms for the externals to check to the Moderation folder.

This needs to be done in good time for the externals to check (levels 5-7) Before making them available to students in the first week of teaching

Clearly present the submission deadline

TA SAYS:  
"Add all assessment briefs"

"Add marking criteria or rubrics"

"Update submission upload links to be the correct submission type. These are automatically created from Quercus data"

SOLENT ONLINE LEARNING

GROUP TECHNOLOGY PROJECT (COM302)

Overview Assessment Reading and resources Learning community Manage your learning Classes & Topics

Module runs from 28/09/2020 - 15/01/2021

Module Descriptor

Workflow

There is currently no workflow assigned for this page

Add a workflow Choose...

Recent activity

Activity since Saturday, 7 November 2020, 3:00 PM

Full report of recent activity...

Course updates:

Deleted Feedback

Updated File Computing Report Template Download & use

Assessment

Moderation (External Examiners) Private Folder

Hidden from students

Your progress 2

Assessment, Submission, Regulations & Grade Mark Table

Assessment Principles & Regulations

Extenuating Circumstances

Academic Misconduct

Solent Grade Marking Scale

Online Assignment Submission Support for Students

For guidance and support with researching and producing your assignments, visit [Succeed@Solent](#)

**IMPORTANT**

**IMPORTANT** - Hand-in deadlines are cut-off points - **avoid uploading your assignment in the last hour**, not only is it bad practice to be still working on an assessment so close to the deadline, but thousands of students are uploading at the same time and the system will slow down, which might mean it uploads late - **late submissions within 5 working days of the deadline are capped at 40%** (this is 2% lower than the bottom grade mark of D3) even if it was marked at A1. After 5 working days, submissions will not be accepted.

Any issues uploading your assessment please contact the Learning Technologies Advisors who can be found at the [Learning Technologies Helpdesk](#) on floor 2 of the Mountbatten Library.

Email [ltu@solent.ac.uk](mailto:ltu@solent.ac.uk) or phone 023 8201 5100

We recommend that you upload your assessments over the Solent University network if possible and/or ideally for coursework 24 hours before the deadline (not applicable to TCAs) and avoid submitting too close to the deadline, so you will be able to get support from the helpdesk in good time if anything goes wrong.

Need help submitting your work online? [How to upload Word documents, PDFs, PowerPoint slides](#) and [How to upload your video/audio assignment](#)

For guidance and support with researching and producing your assignments, visit [Succeed@Solent](#).

AE1 Report (50%) - Deadline Friday 13th November 2020 4pm

COM302 AE1 Walkthrough

SOLENT UNIVERSITY SOUTHERN

TEF Silver

COM302 AE1 REPORT STRUCTURE

Powered by Panopto

Not see videos on this page? Find out how to fix this

Download COM302 AE1 Guidance Slides

COM302 AE1 (50%) Assignment Brief

This assessment requires you to research the best approach to take when implementing a group project. Using this information a 1500 word report will be produced which provides a formal and appropriately referenced literature review to present research findings.

Considerations to:

1. Why is teamwork/collaboration important in academic and work environments?
2. What theories discuss teamwork/collaboration?
3. What are the current methods for teaming working?
4. Can software/apps support collaboration?
5. What are the issues encountered when working in a team?

Computing Report Template Download & use

This template is based on the [general dissertation template](#) available on [Succeed@Solent](#) and has been amended our computing courses reports. Please download and use. Make sure you delete the supporting notes.

Remember this template is a starting point, and you will need to add more sections/sub-sections of your own depending on what type of project you are pursuing

THIS GUIDE FOCUSES ON THE 3RD YEAR FINAL REPORT - but will give you a good idea of how to populate the template: See the [video guide for using the Report Template](#)

More guidance on [succeed@solent](#)

Report 1 (50%)

COM302 - Assignment AE1 checklist

AE2 Group Presentation (50%) - Deadline 18th December 2020 in the scheduled class

Introduction COM302 AE2 2020

SOLENT UNIVERSITY SOUTHERN

TEF Silver

COM302 AE2 GROUP PRESENTATION

Powered by Panopto

Download COM302 AE2 Guidance Slides

COM302 AE2 (50%) Assignment Brief

You will work in a group to present a research question topic related to your degree to an audience of your peers and academic staff. Following each group presentation there will be questions and answers. The presentation will be delivered online in a Pecha Kucha style.

Total Pecha Kucha presentation time: 6 minutes 40 seconds (approx.)

The presentation will have 23 slides:

- Slide 1 will be the title slide (no auto change)
- Slides 2-21 will auto slide change every 20 seconds
- Slide 22 references (no auto change)
- Slide 23 team member names & roles (no auto change)

NOTE: Only slides 2-21 auto slide change every 20 seconds are in 6.40 minutes

Each group member will contribute.

Download PowerPoint template

AE2 Group Selection

Use the above link to select self to select your groups for the **Group Presentation Assessment AE2 (50%) by 20/11/2020**

The group should be no smaller than 4 and no larger than 5

Group Presentation 1 (50%)

COM302 - Assignment AE2 Group Presentation checklist

Refers (re-takes) - Week starting 28th June 2021

It's a good idea to offer links to assessment regulations and grade mark tables

There will be a template to copy paste

Lecture Capture

Live Sessions

No Live Sessions

Completed Recordings

No Completed Recordings

Links

Course Settings

Download

Online

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Cont

Offering information on late hand-in and submitting assessments and how to get help if things go wrong will be helpful, this one is for coursework there will be a template to copy paste .

But do offer your own concise information for TCAs and presentations

TA SAYS:  
"Provide a videoed walk through of the assessment brief and add subtitles or a transcript"

NOTE: Record and upload to Panopto

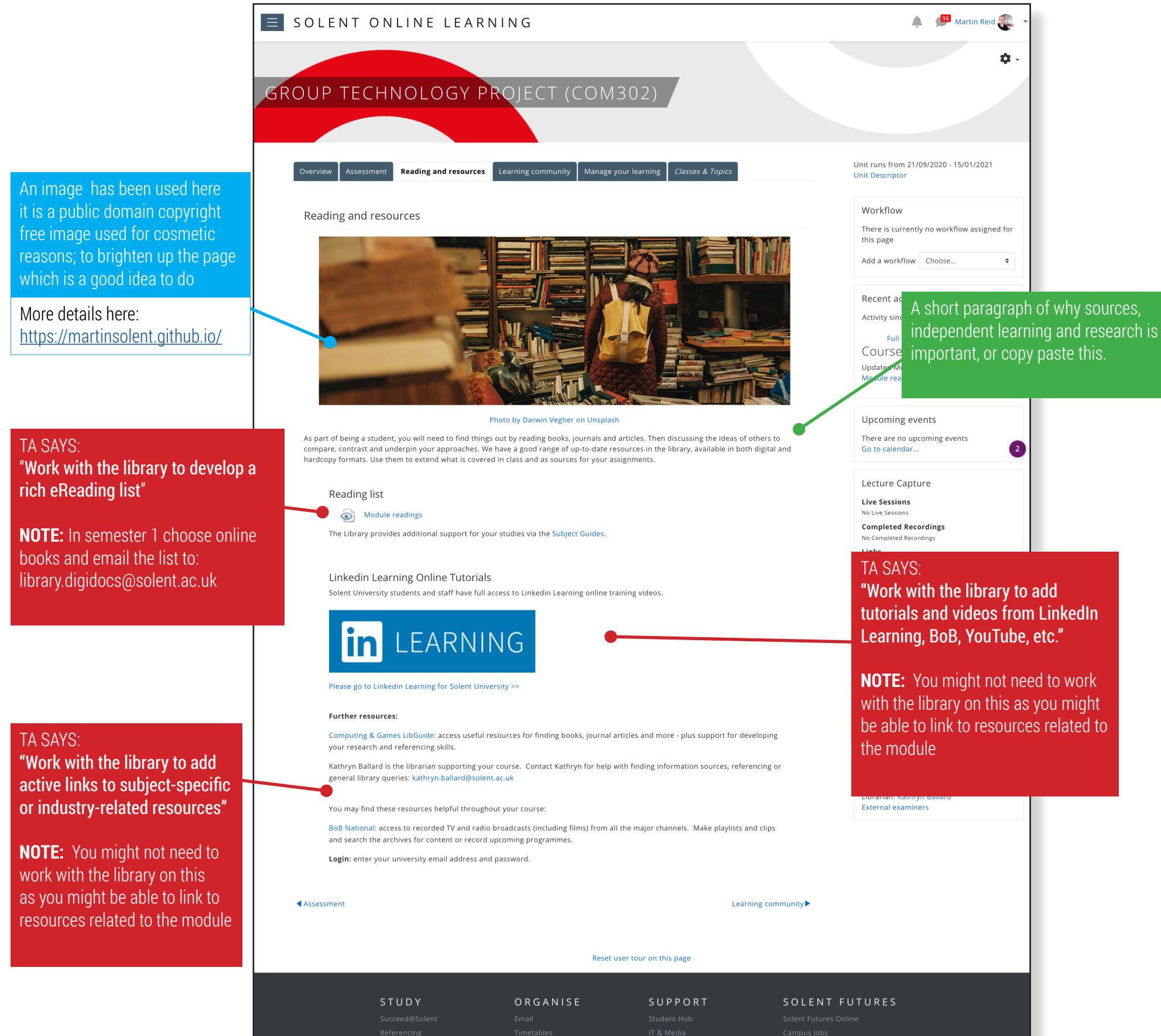
TA SAYS:  
"Provide a description of assessment requirements in plain English"

TA SAYS:  
"Edit the assignment checklist provided"

# TA Requirements for Modules for online Delivery

## Reading & Resources tab

For more details go to the [Build your Module tab on the TA SOL](#)



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More details here: <https://martinsolent.github.io/>

TA SAYS:  
"Work with the library to develop a rich eReading list"

**NOTE:** In semester 1 choose online books and email the list to: [library.digidocs@solent.ac.uk](mailto:library.digidocs@solent.ac.uk)

TA SAYS:  
"Work with the library to add active links to subject-specific or industry-related resources"

**NOTE:** You might not need to work with the library on this as you might be able to link to resources related to the module

A short paragraph of why sources, independent learning and research is important, or copy paste this.

TA SAYS:  
"Work with the library to add tutorials and videos from LinkedIn Learning, BoB, YouTube, etc."

**NOTE:** You might not need to work with the library on this as you might be able to link to resources related to the module

Workflow

Recent activity

Upcoming events

Lecture Capture

External examiners

STUDY

ORGANISE

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# TA Requirements for Modules for online Delivery

## Learning Community tab

For more details go to the [Build your Module tab on the TA SOL](#)

TA SAYS:  
**"Add all Module tutor contact details and link to tutor profiles plus online office hours with meeting link"**

There will be some sections that you can copy and paste from a template linking to the Computing Announcements SOL which will give information on building up a sense of community across the Computing Subject Group, critical information and opportunities/activities.

TA SAYS:  
**"State frequency and methods for replying to students, to manage expectations"**

**NOTE:** It might be a good idea to present office our slots were you're Available for support you could present a booking system full slots.

Keeping your Outlook Calendar up-to-date is a good idea so not only students but colleagues will be able to see your availability

TA SAYS:  
**"Add and make use of discussion forums to disseminate information to all students, with guidance for how the discussion forum will be managed"**

**NOTE:** Using forums on SOL might be a challenge if you have a number of modules, also the forums on Moodle are quite clunky so it might be a good idea to use Microsoft Teams to communicate with students.

It is up to you how to keep students up-to-date with the learning on your modules, but you will need to clearly set this out on this tab/page

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# TA Requirements for Modules for online Delivery

## Manage your Learning

For more details go to the [Build your Module tab on the TA SOL](#)

TA SAYS:  
"Pre-populated with useful links to Succeed@Solent resources"

TA SAYS:  
"Add links to instructions for using any technology embedded within the Module"

TA SAYS:  
"Add guidance on offering and making use of peer support"

NOTE: This information may be better presented within the learning community tab/page

We had a discussion at the end of the year 2019 about having resources that give consistent support across all courses and modules, these would offer expectations for assessments, independent learning, academic or technical writing including citation referencing and plagiarism etc.

There will be some sections that you can copy and paste from a template offering information that will offer consistency across our all modules

# TA Requirements for Modules for online Delivery

## Topics & Weekly Classes

The TA are advising to group learning activities into topics rather than weeks. Now this could be a challenge if you already have a weekly delivery and grouping activities into topics that cover a number of weeks maybe a lot of work as we have very little time. It may already be the case that you may spend to a few weeks on certain topics if so structure your weekly learning activities to reflect this if possible.

For code modules that have much of the learning activities on a separate server or GitHub - We need to wrap a narrative around those learning activities using content/introductions such as explainer videos on Panopto that then link to those weekly topics on the separate server. You must make sure you fill out information on your SOL don't leave your SOL blank apart from the assessment details and rely on all the material on the external host.

Make sure all your content is annotated, aim to have your learning activities self explanatory, so if a student missed the class they would be able to catch up with all the learning activities without having to ask for more information. If content is clearly presented with a good narrative linking all the learning activities this will help

us were our courses have been franchised and will enable external tutors to deliver these modules without asking us lots of questions about the delivery and will also help tutors who will take over the module in the future.

**Lead by example**, if you have links to external content which is not your own, make sure it is credited, cited and referenced correctly ideally in the Harvard style. We should be curating, discussing and synthesising external sources/content. As we do not want to appear that we have not created any content ourselves, but just linked to lots of external resources (This may not be the case for external content such as Cisco etc.)

Make sure also that you have the rights and copyright clearance to use external content, as mentioned above this is important with the franchise partners as it may appear that we are selling on content that we may not own/have the rights to in the first place.

For details go to the [Build your Module tab on the TA SOL](#)

## Activity Design (class/topic) TA suggested coverage

**Welcome and introduction** - Introduce the topic, the learning outcomes and how the integrated process builds upon previous learning, e.g. supported by a short video.

Explain what tasks students will be required to undertake, and what is expected of them, e.g. interactive presentation, video etc.

**Knowledge acquisition** - Provide engaging knowledge acquisition opportunities, e.g. show a pre-recorded short lecture, follow links to interactive presentations or e-journals etc.

**Interactive and engaging activity** - Provide a range of interactive and engaging activities that allow for differentiated learning and exploration, e.g. quizzes, H5P, students preparing webinar presentations, or producing podcasts, blogs, vlogs etc.

**Collaboration** - Build collaborative engagement into the process to build a learning community and sense of belonging, e.g. collaborative group work, use of forums etc.

**Formative feedback** Describe how formative assessment will take place

**Build deeper learning** - Schedule regular interactive feedback sessions with students, e.g. one to one, small group etc.

**Reflect** - Include opportunities for students to reflect and monitor their own progress as they learn.

As mentioned TA guidance leans towards grouping learning activities into topics rather than weeks this may not be practical to do so it's up to you how you structure your learning activities

Here I am using a tab system for each week, I've also produced a very short video explaining the delivery and then some written detail and a link to the learning scheme which is on the overview tab.

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**COM302 Teaching Scheme 2020**

**COM302 TEACHING SCHEME**

This module is delivered **online** in semester 1 consisting of 12 teaching weeks starting the 28th September 2020 to 18th December 2020. There will be 2 (50:50%) assessments, one individual (report) and the other a group assessment (online presentation)

There are two online classes each week delivered a 3 hours block (with a 15mins of break time) Delivered in consisting of 60-70min Webinar and a 2-hr -1.50-hr group practical.

COM302 Time breakdown (in minutes & approx.)		
Whole Group	Tutor Webinar	70
Whole Group	Break	15
Work in Groups	Plan	30
	Create	35
	Rehearse	10
Whole Group	Present	20
		75

[View Module Teaching Scheme](#)

**Group work in MS Teams**

You will be working in groups each week in this module, we will be using Microsoft Teams, currently, the 2nd October 2020, Breakout Rooms as a feature has not rolled out to everyone, so we will start off with groups of 4-5 meeting in channels.

Here is an overview of how this works:

**Breakout Rooms**

[How to use Breakout Rooms in Microsoft Teams](#)

[Watch later](#) [Share](#)

[Manage your learning](#) [Week 1](#)

[Reset user tour on this page](#)

**STUDY**

- Succeed@Solent
- Referencing
- Subject Guides
- Library
- Ethics

**ORGANISE**

- Email
- Timetables
- Term Dates
- Portal

**SUPPORT**

- Student Hub
- IT & Media
- Printing
- Extraneous Circumstances

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# TA Requirements for Modules for online Delivery

For details go to the [Build your Module tab on the TA SOL](#)

**TA SAYS: "Pre lesson tasks"**

**TA SAYS: "Lesson objectives"**

**TA SAYS: "Welcome and introduction"**

**NOTE:** Here are short video introductions to the learning activities, they have been upload to Panopto then grouped into a play list & then embedded on the page

I have also made the slides available as linked files

**Advice**

If you are pushed for time, you can just give an overview of what will be covered each week and an idea of what the learning activities will be then you can add more detail on a weekly basis.

Creating a scheme of work using the template provided on the TA SOL at the bottom of the Build Your Topic tab will support you in the outlining your weekly class activities.

**Code Modules**

Code modules that have the learning activities hosted on an external site such as Edward, GitHub etc. you will need to have an overview of the weekly learning activities on the SOL and then link to it on the external host you will need.

Create short videos to introduce a wrap a narrative around all the learning tasks.

**TA SAYS: "Summary and look ahead"**

**TA SAYS: "Topic Title"**

**TA SAYS: "Hook and Recap"**

**ADVICE:**  
For online delivery provide a link so students can content to the class

**TA SAYS: "Activities"**

**What will the teacher do?**

**What will the students do?**

**How will you check for understanding?"**

**TA SAYS: "Post lesson tasks"**