

Moving to Online Checklist

Follow this handy checklist to help get you through the first stages of moving learning and teaching to online. Further technical support on using Blackboard and other TEL tools please see: <https://uwtel.co.uk/>

Activity	Done	Notes/Any follow-up actions
VLE Baseline standards and module outlines are up to date		
Uploaded all teaching materials needed until the end of May onto the VLE. (How to hide content/make available)		
Uploaded briefing notes and some learning activities for colleagues which be delivered by a colleague in case of absence.		
FAQ/help discussion forum set-up in BlackBoard where students can ask questions		
Tested using Blackboard Collaborate to set-up teaching sessions		
Coordinated with course team members about alternative delivery methods to ensure as much consistency for students as possible.		
Announcement in Blackboard created to where online alternatives such as a Blackboard Collaborate sessions will be taking place and how teaching that needs a physical space will handled		
Signposted students to additional resources and where to get help		
Set-up tracking student engagement switching on the Statistics Tracking function when uploading a new item or resource on your VLE. Student 'absence' should be recorded in the normal way, using SOLE registers.		
Optional: Used Uniview and Planet eStream to upload video content using Blackboard Mashup		
Optional: Created brief Camtasia screencasts/videos to explain key concepts		