

## Moving your learning and teaching online in an emergency

In the event of an emergency which prevents learning and teaching taking place on campus, there are a number of steps you as a tutor can take to ensure your students continue to engage in learning activities remotely.

### Using the communication tools within Blackboard

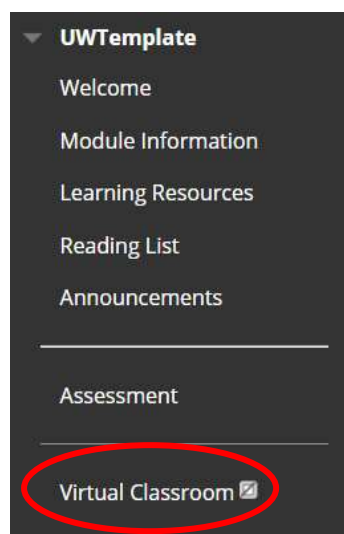
Blackboard is set up through a link with the student records system which ensures that every module has a site within Blackboard and that all students who are registered to take that module are automatically enrolled.

You as a tutor should already have access to the modules you're teaching on but if for any reason you don't, you can request access using the online form on your staff page – [details of how to do this can be found here](#).

It's important to communicate with students any changes in planned teaching and the simplest way of doing this is to use the Blackboard announcements tool. Using this tool you can both post a message on the Blackboard site, and by selecting the check box for email, send an email to all registered students at the same time. [Further details on using the Announcements tool can be found here](#).

You may also want to set up a discussion forum within your Blackboard site which will allow students to ask questions and carry out a two-way discussion. Be sure to manage your students' expectations by letting them know how often you'll be checking the forum and responding to questions. [Further details on using the discussion forum can be found here](#).

### Delivering a Virtual class using Collaborate



Each Blackboard module is pre-populated with the Collaborate Virtual Classroom tool. This appears as a link in the standard menu which is hidden by default. To activate this just click on the dropdown link at the side of the name and select "Show link". This is now visible to your students and ready to use.

You will need internet access and a laptop or PC with a headset and webcam to be able to talk to your students in real-time. [Full details of how to use Collaborate can be found here](#) but additional training sessions will be made available to teaching staff over the next few weeks.

## Delivering asynchronous learning and teaching activities

You can also ensure continuity of learning by ensuring your students are provided with the resources and reading they need online. You can provide learning resources in a variety of formats including video lectures, screen-casts and directed reading. Make sure you let your students know when new material is available online using the announcements tool.

You can use Camtasia to create your video lectures or screencasts [and further information on how to use this can be found here.](#)

## Keeping your students engaged with online activities

Active learning is dependent on students engaging with the resources provided and participating in activities to demonstrate their learning. Blackboard has a number of tools you can use to ensure your students stay engaged when learning remotely.

The discussion forum already mentioned for questions and answers can also be used for active class discussions and you can set this up as part of an online activity which will involve students engaging with the resources provided online and then formulating responses that they can then post to a forum. [Full details on using discussion forum can be found here](#)

You may wish to use [the e-tivities framework developed by Gilly Salmon](#) to help structure your online learning activities.

Other tools in Blackboard include [Blogs, Journals](#) and [Wikis](#) which can all also be used to actively engage students in their learning online.

As always, the learning outcomes for the module should be at the forefront of any activity the students are being asked to engage in, and the instructions and purpose of the activity should be explicit.

If you have a large cohort, you may want to take advantage of the Groups tool in Blackboard to split the class into smaller groups to carry out their online activity. Further details about the [Groups tool can be found here.](#)

Tracking student engagement is also possible in a number of ways in Blackboard. You can turn on tracking for any individual item and you can also use the Mark Reviewed option when you want students to show they have read or engaged with a piece of content. You can also use the Retention Centre and Performance Dashboard features to view how students have engaged with your module. [More details on the Retention Centre can be found here.](#)

## Assessment and Feedback

The EMA project has been running for the past three years and most courses are now using Turnitin for online submission and marking. This facility will continue to be used in the event of campus

closure and will be unaffected for those already using it (although it might be wise to double check submission dates and settings).

If your course hasn't yet made the transition to Turnitin, [full details of how to set up a Turnitin assignment can be found here](#) and the TEL unit can provide help and guidance if needed.

You can also use the Blackboard tests and surveys tool to engage students in both formative and summative assessment and [further details of using this tool can be found here](#)

If you need your students to submit work under exam conditions you can use the adaptive release functionality to ensure resources are available for a pre-defined timeframe. [Full details of using adaptive release can be found here.](#)

For any further help and guidance on moving your course online please contact the TEL Unit at [TEL@worc.ac.uk](mailto:TEL@worc.ac.uk).

We have arranged some staff development sessions for next week which can be booked through the Staff Development Booking system

Monday 16/03/20 - 11.00-12.00 – Running and online session in Collaborate – Online session

Tuesday 17/03/20 – 14.00 – 15.00 – Running and online session in Collaborate – Online session

Wednesday 18/03/20 – 10.00- 11.00 – Running and online session in Collaborate – Online session

Thursday 19/03/20 – 14.00 – 15.00 – Running an online session in Collaborate – Drop in session for anyone with questions/requiring extra support – EE1062