Preparing to teach off campus

In the event that the University needs to close its campuses, it is important that we are prepared to keep our students engaged and connected until normal teaching resumes. This tip sheet will help you get your unit ready to teach off campus for a short period of time.

Hardware

You will need reliable access to an internet connection and a computer or appropriate mobile device (ideally with microphone and camera), which are capable of undertaking the activities below. If you do not have access to this, see your School Operations Manager or designated School officer. If you oversee sessional staff, identify what they can access and make an appropriate plan to ensure continuity of teaching for students.

Software

Digital and Campus Services will soon be pushing out to all ECU devices installations of Panopto, and updates to all internet browsers. It is important that you follow the prompts to install these updates on your device. Please be patient, as your computer will need to restart as part of the process. If you are in Engineering or Psychology, or you are a Mac user, you will need to update Panopto manually. Here are the instructions for doing this on PC and Mac.

If you do not plan to use an ECU device, it is recommended that you install the latest versions of two internet browsers on your own device to ensure the most reliable experience:

- Chrome (for Blackboard Collaborate sessions)
- Mozilla Firefox (for everything else)

You should also download and install Office 365 for your personal device. This will provide access to Microsoft Teams, which can be used for live, online 1:1 and small group discussions.

Preparing your curriculum

Your primary point of contact with students will be your Blackboard Unit Site.

1. Check the Minimum Requirements for all Units to ensure your site is well organised.
2. Review the ECU Technology Enhanced Learning Standards.
3. Upload learning resources in your Blackboard Unit Site. Email the Library for assistance with online alternatives to hard copy resources.
4. Provide online alternatives for all key on campus learning activities (see advice below).
5. Check that all links and videos work, and that your materials meet accessibility standards.

<table>
<thead>
<tr>
<th>On campus learning activity</th>
<th>Off campus alternative</th>
<th>How do I do this?</th>
<th>I want training</th>
<th>Who can I contact for support?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>If you don’t have recordings, use Panopto to make a desktop recording of a lecture</td>
<td>Panopto</td>
<td>Making desktop recordings using Panopto</td>
<td>Daily drop-ins on campus and online OR Email inquiries <a href="mailto:clt@ecu.edu.au">clt@ecu.edu.au</a></td>
</tr>
<tr>
<td>Tutorial, Seminar, or Workshop</td>
<td>Conduct live group interactions in Blackboard Collaborate or MS Teams</td>
<td>Collaborate MS Teams</td>
<td>Off-campus teaching - with Collaborate - with MS Teams</td>
<td><a href="mailto:clt@ecu.edu.au">clt@ecu.edu.au</a></td>
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<tr>
<td>Studio, Practice, or Ensemble</td>
<td>Make a recording of demonstrations using Panopto, or Conduct live group sessions in Blackboard Collaborate or MS Teams</td>
<td>Panopto Collaborate MS Teams</td>
<td>Making desktop recordings using Panopto Off-campus teaching - with Collaborate - with MS Teams</td>
<td><a href="mailto:clt@ecu.edu.au">clt@ecu.edu.au</a></td>
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Laboratory and simulation alternatives

While you can’t replicate a hands-on lab or simulation experience online, you can support students to learn techniques, design experiments, interpret data, or predict outcomes using open educational resources such as the following:

- Harvard’s LabXchange – lab simulations on molecular biology, with assessments
- MERLOT - virtual labs in a variety of science disciplines
- PHET – interactive simulations that allow students to vary parameters
- The Journal of Visualized Experiments offers thousands of videos of experiments
- Collaborative list of online simulations / virtual labs for the sciences

Academic in Nursing and Midwifery and Medical and Health Sciences are asked to consult with their ADTLs about relevant resources.

Teaching during a closure

Create an announcement on your Blackboard Unit Site explaining your plan for continued teaching, and any student engagement and participation requirements (e.g. the need to attend live group interactions, watch videos, or interact on the discussion board). Update students regularly about any changes or updates using the Announcements and to check in with students and remind them that you are there.

Ensure the discussion board is enabled and create a general discussion board for questions about the unit or assessment, where students should be directed to post queries. If students send you an email, consider answering in the discussion board so others can read the response as well. Monitor students’ activity and progress to identify those who may be at risk.

Assessments

If you have assessments that are due during the closure you may need to make Variations. This may be due to the nature of the assessment itself, or to respond to the needs of individual students with a Learning and Assessment Plan (LAP) or Exceptional Circumstances. Ensure that you read the Assessment, Examination and Moderation Procedures to understand the relevant rules and approval processes. It is critical that any Variations are carefully considered, and assess the same skills, knowledge, learning outcome(s), and professional accreditation requirements as the original task. The table below provides guidance on some of the more challenging assessment types.

<table>
<thead>
<tr>
<th>Assessment type</th>
<th>Guidance</th>
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<tbody>
<tr>
<td>On-campus test</td>
<td>Provide an extension for all students, or provide a Test/Quiz in Blackboard (providing assurance of learning outcomes and assessment integrity).</td>
</tr>
<tr>
<td>Performance</td>
<td>Options (in preferred order): 1. Provide an extension for all students. 2. Consider a live online alternative using Blackboard Collaborate or MS Teams</td>
</tr>
<tr>
<td>Presentation</td>
<td>Ask students to record a presentation using Panopto and share it on Blackboard</td>
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<tr>
<td>Group project</td>
<td>If students have to build or create a physical object, provide an extension. If students are preparing a written submission, guide them in how to collaborate and complete the requirements online. Blackboard tools (e.g. discussion board, blogs, Collaborate etc.) or MS Teams can be used as collaboration platforms.</td>
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Training and support

Dedicated support teams from CLT and Library are allocated to each School to assist ADTLs with School priorities related to learning design, using technology, library resources, and student learning support. CLT and Library are also conducting daily virtual workshops and drop-ins on key skills for teaching off campus. To access further support for teaching off campus, contact clt@ecu.edu.au