

## Announcement Scripts

The following scripts have been developed to assist academic staff with making announcements to their unit LMS sites in the case of a teaching disruption. Staff should include/remove/amend content inside the [ ] brackets as relevant to their unit(s).

**SCENARIO #1:** Disruption to teaching, asynchronous online learning; synchronous online lecture/tutorial; moving assessment online; rescheduling of assessment; extension of assessment

### **Announcement Title: Changes to teaching arrangements for [unitcode]**

Dear Students,

On-campus classes at ECU are moving online because [of the severe weather]. Until we return to class, please continue to engage with this unit's learning materials online through Canvas.

As we are not meeting today, I have added some additional resources for you [videos/activities/topics/ etc. and why they are relevant]. We will build on these concepts and activities when we meet again next week. Go to [this page] to access these additional resources/activities.]

[We will be having our regular scheduled class online using Microsoft Teams. You can join the class at [time] using this link.]

[You will be completing your planned assessment online. Go to [location of assessment information].]

[Your assessment planned for today will be rescheduled to [date/time/location].]

[I have extended the due date of [assignment number and title] from [original due date] to [new due date]]

If you are new to online learning, please check out this resource to get you up and running:

[SLIDE: Student Learning in a Digital Environment](#)

# Teaching Disruption Scenario



If you have any questions about learning online, please post them to the Discussion Board [insert link] as I will be monitoring this throughout the day.

I look forward to seeing you back on-campus soon. Yours sincerely

[Staff signature]

**SCENARIO #2: Disruption to teaching, alternative staff member deliver unit online temporarily**

**Announcement Title: Changes to teaching arrangements for [unitcode]**

Dear Students,

Unfortunately, I am unable to join today because [of a loss of electricity]. In my absence [alternate staff member name] will provide support to you through online learning mode. The contact details for [alternate staff member name] are [contact details].

Until I indicate a return to class, please continue to engage with this unit's learning materials [and assessments task] online through [Canvas]. If you are new to online learning, please check out the following resources to get you up and running;

- [SLIDE: Student Learning in a Digital Environment](#)

I [will] [will not] be monitoring email during this time and as such you [will] [will not] need to direct your unit related queries to [alternate staff member name].

I look forward to seeing you back on-campus soon. Yours sincerely

[Staff signature]