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Teaching and assessment continuity edition

Issue 78, March 2020

A monthly newsletter for UCL E-Learning Champions and anyone else interested in digital education. Material in this edition is centred around UCL teaching and assessment continuity efforts and our staff and students' move online in the wake of the Covid-19 pandemic.

Need to know

The 'pivot' to online: where to start

This is a stressful time for everyone, and teaching online represents a huge change for most, removing many of the cues, interactions, and environments we are familiar with. To address these difficulties there are some basic principles which underly the Digital Education approach to supporting teaching and assessment continuity:

- Keep it simple and consistent;
- Use familiar, institutionally-supported services;
- Communicate and set expectations;
- Recommend alternatives to exams.



We recommend that colleagues make use of the following services to deliver remote forms of traditional teaching approaches:

- Moodle as a central hub for academic content and communications;
- Lecturecast Universal Capture Personal for pre-recording of lectures and didactic content;
- Blackboard Collaborate for live classes;
- Teams for one-to-one and ad-hoc meetings.

Learning all there is to know about online pedagogies cannot happen overnight. UCL has significant expertise on how to do this well among academic colleagues, Digital Education, local learning technologists, the Arena Centre, and others, but some minor adjustments can make a big difference to continuing your teaching remotely and your students' online experience.

Teaching and assessment continuity webpages

In collaboration with staff from across UCL, the Digital Education team has published information and resources to support the teaching and assessment of our students as the coronavirus (Covid-19) outbreak accelerates.

The [Teaching and Assessment Continuity webpages](#) act as the most up-to-date and authoritative source of information for staff, and provide guidance to enable remote delivery of many traditional teaching approaches in use at UCL. Staff are advised to use familiar and supported tools and teaching approaches. Each recommended tool

has a fully-updated and dedicated Resource Centre, but for further support [complete the teaching and assessment continuity form](#).

Continuing to learn remotely: student-focused webpages

To complement the Teaching Continuity webpages, basic guidance around how to get started and learn effectively online has been produced for UCL students.

The [Continuing to Learn Remotely webpages](#) offer practical tips around how to approach digital academic content and video lectures, engage in both synchronous and asynchronous discussion and group-based study, and tutorials. In addition, there are resources and training opportunities for students to develop their digital skills and work and learn more effectively online.

Supporting resources

Digital Education Resource Centres

Digital Education Resource Centres for the recommended tools and services have been fully updated to support staff and students in remote teaching and learning delivery.

Moodle Resource Centre

Contains UCL-specific guides on Moodle features, e.g. Discussion Fora, Quiz, Groups, etc.), along with FAQs and guidance on how to get started with your Moodle course.

Visit the [Moodle Resource Centre](#)

Lecturecast Resource Centre

Offers training guides and videos on how to schedule and manage lecture recordings of teaching events, record videos on a personal device with Lecturecast Universal Capture Personal, and share materials with students within a Moodle course.

Visit the [Lecturecast Universal Capture Personal Resource Centre](#)

Blackboard Collaborate Resource Centre

Highlights Moderator and Participant-specific guidance on how to prepare for, join, and teach or participate in a Blackboard Collaborate session.

Visit the [Blackboard Collaborate Resource Centre](#)



Video resources

New tutorial videos for doing more with Moodle, pre-recording content with Lecturecast, and running Blackboard Collaborate sessions are available via the Digital Education blog and Teaching Continuity webpages. Videos have been contributed by staff from across UCL and offer practical tips alongside straightforward guidance.

[Find the collated video resources on the Digital Education blog.](#)

Other resources

We are also regularly updating the Digital Education blog with new material, with recent posts including:

- [Accessibility and teaching continuity;](#)
- [Moving activities online with ABC;](#)
- [Meeting the Moodle e-Learning Baseline.](#)

Staff development

The Digital Education team is facilitating a range of activities and staff development sessions for online teaching, Moodle, Lecturecast, and Blackboard Collaborate. These sessions will be delivered remotely via Blackboard Collaborate and are available to all UCL staff. No booking is necessary.

The available slots for the week commencing 23rd March are listed below. Staff should regularly check the [Teaching continuity: Staff development sessions blog post](#) as it will be updated with new sessions.

How to Teach Online: Providing Continuity for Students

A new free online course, designed and delivered by colleagues from UCL partner, FutureLearn, starts on Monday 23rd March. It is available in response to the Covid-19 pandemic and universities' move to remote teaching and assessment. The three week course will explore practical ways to teach and support your students online, and members of the UCL Digital Education team will be participating. All UCL staff are free to sign up and we hope the course will stimulate 'next step' ideas for supporting our students.

To supplement the FutureLearn social learning experience we have set up a UCL-specific Teams channel. Teams will be a place to discuss the ideas of the course from a UCL context and add a practical localisation to the UCL toolset. We hope you can join us.

[Sign up for the FutureLearn course now](#)

[Join the UCL Teams discussion](#)

Practical Online Teaching Tips

Themed drop-in session to learn about, discuss, and exchange practical online teaching tips. Sessions will be structured with:

- 10 minutes presentation of a tip;
- 50 minutes Q&A and open forum.

Themed session each week:

- 23rd March 2020, 2pm: Keep it simple - tips for online session patterns;
- 24th March 2020, 2pm: Keep it clean - tips for your Moodle course structure;
- 25th March 2020, 2pm: Keep it accessible - hacks to improve inclusion;
- 26th March 2020, 2pm: Keep it manageable - running online discussions;
- 27th March 2020, 2pm: Keep it fun - social aspects in Moodle and Collaborate.

Sessions will be moderated by Tim Neumann from the UCL Knowledge Lab and occasional colleagues.

All sessions run for 60 minutes. No booking required: [Join session via Collaborate](#)

General help: Moodle

Moodle is our primary learning platform and hosts a range of supported activities and tools to enable teaching online. These sessions will be offered on a drop in basis with no specific session aims.

- 24th March 2020, 10am-12pm (120 minutes). No booking required: [Join session via Collaborate](#)
 - 24th March 2020, 3pm-4pm (60 minutes). No booking required: [Join session via Collaborate](#)
 - 25th March 2020, 3pm-4pm (60 minutes). No booking required: [Join session via Collaborate](#)
 - 27th March 2020, 11am-1pm (120 minutes). No booking required: [Join session via Collaborate](#)
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Lectures and instructional material: Lecturecast Universal Capture Personal

It is recommended that staff pre-record any material that is typically delivered as a lecture using Lecturecast Universal Capture Personal, rather than attempt to stream them live. These sessions will provide an introduction to the tool and highlight potential best practices for video recordings.

- 23th March 2020, 2pm-3pm (60 minutes). No booking required: [Join session via Collaborate](#)

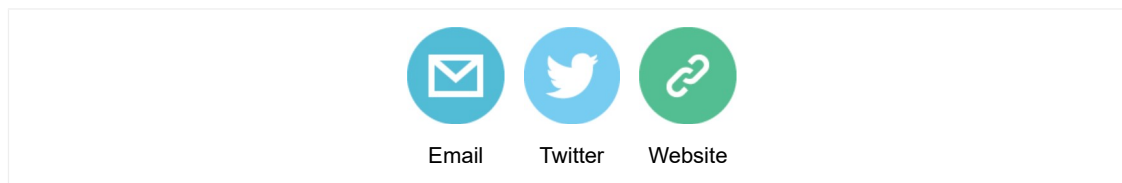
- 24th March 2020, 11am-12pm (60 minutes). No booking required: [Join session via Collaborate](#)
 - 25th March 2020, 10am-11am (60 minutes). No booking required: [Join session via Collaborate](#)
 - 25th March 2020, 11am-12pm (60 minutes). No booking required: [Join session via Collaborate](#)
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Seminars and group study: Blackboard Collaborate

It is possible for seminars and group study classes to continue as live, synchronous events and be recorded for review by any students who are unable to attend using Blackboard Collaborate. These sessions will introduce Collaborate functionality, demonstrate how to create a session within Moodle, and highlight some potential teaching approaches.

- 24th March 2020, 10am-11.30am (60 minutes + 30 minutes Q&A). No booking required: [Join session via Collaborate](#)
- 24th March 2020, 2pm-3.30pm (60 minutes + 30 minutes Q&A). No booking required: [Join session via Collaborate](#)
- 25th March 2020, 10am-11.30am (60 minutes + 30 minutes Q&A). No booking required: [Join session via Collaborate](#)
- 26th March 2020, 2pm-3.30pm (60 minutes + 30 minutes Q&A). No booking required: [Join session via Collaborate](#)
- 27th March 2020, 10am-11.30am (60 minutes + 30 minutes Q&A). No booking required: [Join session via Collaborate](#).

Stay well and keep in touch ♥



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