

Teaching continuity



PLAN IN THE CASE OF A MAJOR CRISIS NECESSITATING THE SUSPENSION OF CONTACT TEACHING

A teaching continuity plan for lecturers

Prepare now!



Use the updated UP Study Guide templates (download from <https://www.up.ac.za/ei>).

- Provide detailed information to students on how to prepare for each lecture session (see the relevant table on weekly preparation in the Study Guide).
- Provide a detailed assessment plan (see the relevant section in the Study Guide template).
- Upload the Study Guide to your clickUP course (if this has not already been done).



Boost your own resilience:

- Ensure that their clickUP modules are available to students and up to date. All material can be uploaded at the start of a semester with a timed-release on particular dates. This mechanism relieves lecturers of the pressure to design and/ or upload documents in crisis mode when a disruption occurs.
- Attend clickUP courses: <https://www.up.ac.za/media/shared/391/pdfs/ei-id-professional-development-courses-a4.zp184676.pdf>
- Visit the clickUP self-help website: <https://eduvation.up.ac.za/staff/>



Build your students' resilience:

- Teach & Learn THE UP WAY encourages students to come to class prepared – this develops students' self-directed learning skills (learning for successful independent study).
- Use clickUP and the Announcements tools routinely so that students know how to use them.
- Request students to download the clickUP and UP Apps.



Technical matters:

- Arrange off-campus Internet access, e.g. data via mobile phone hotspot (see <https://www.pcmag.com/how-to/how-to-turn-your-phone-into-a-wi-fi-hotspot>). Know how to change your UP laptop's proxy settings to access the internet.
- Ensure that you have access to a computer at home or to a UP laptop (apply for off-campus use).

During a crisis:



Communication to students:

- Students value encouraging messages from their lecturers combined with the communication of other administrative / learning related messages.
- Use clickUP communication tools (Announcements, Discussions & Collaborate) to maintain contact with your students.



Teaching:

- At the very least, the Study Guide should lay out a clear, weekly schedule of work so that students can keep up independently.
- Create your own digital lectures and make it available in clickUP:
 - » Use narrated or annotated PowerPoint presentations: Creating digital lectures.
 - » Guide: Create your own videos using your cellphone: <https://www.up.ac.za/media/shared/391/pdfs/create-video-lecture-cellphone.zp186852.pdf>
 - » Add assessment questions to your video (in-video assessment) – in clickUP, select 'Build Content', 'Interactive videos and tools'. This function allows a lecturer to embed interactive quizzes into videos and track student results in the clickUP Grade Centre.



Online teaching (synchronous) via the video conferencing tool in clickUP:

- Schedule Blackboard Collaborate online sessions during normal class time. It includes a virtual whiteboard, interactive polling and sharing of files. Students can use their Bb App or any browser on their cellphones to join a session. These sessions can also be saved and posted on clickUP for later viewing by students who missed a session.



Assessment:

- Use alternative assessment methods: contact your Educational Consultant (EC) and/or your Instructional Designer (ID).

