

# Teaching continuity



**A teaching continuity plan for lecturers** in the case of a crisis necessitating the suspension of contact classes.

Moving online is subject to communication from the University Executive

## KEEP ON TEACHING during regularly scheduled class time!

### Prepare now!



#### Use the updated Study Guide templates:

- Make sure that the Study Guide has been uploaded to your clickUP course. If not, please do so as soon as possible to ensure students can access it.
- Ensure that students have access to detailed information on preparing for each lecture session. This can be found in the relevant table on weekly preparation in the Study Guide.
- Develop a comprehensive assessment plan for the course and provide students with detailed information. You can refer to the relevant section in the Study Guide template for guidance.



#### Boost your resilience:

- Ensure that the 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.
- Attend **clickUP courses**
- Visit the **clickUP self-help websites**



#### 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 Announcement tool routinely so students know how to use them.
- Request students to download the clickUP and UP Apps.



#### Technical matters:

- Arrange for off-campus Internet access and that ensure you know how to change your UP laptop's proxy settings in order to access the Internet.
- Ensure you have access to a computer at home and apply for off-campus use of a UP laptop if needed.

## During a crisis:



#### Communication with students:

- To effectively communicate with students, combine encouraging and administrative and learning-related messages.
- Ensure your communication relays up-to-date information that aligns with the Faculty/ Departmental strategies.
- Use the communication tools available on clickUP, such as Announcements, ConnectYard, Discussions, and Collaborate, to maintain regular contact with your students.



#### Teaching:

- The Study Guide should provide a clear, weekly schedule of work that enables students to keep up with the course material independently.
- KEEP ON TEACHING during regularly scheduled class time!
  - » **Schedule live online Collaborate sessions** through your clickUP module to facilitate virtual classroom engagement ([clickUP Original steps](#), [clickUP Ultra steps](#)).
  - » **Record these online sessions** and make them available for later viewing by students who missed them ([clickUP Original steps](#), [clickUP Ultra steps](#)).
  - » Use **narrated PowerPoint presentations** to create engaging digital lectures.
- BEFORE CLASS:
  - » Students should prepare for class using traditional textbooks, eTextbooks, videos, or learning systems provided by publishers.
  - » Consider reusing recordings from the previous year's online sessions to supplement your course material.
  - » The preparation phase should also include formative assessments, such as **in-video assessments** ([clickUP Original steps](#), [clickUP Ultra steps](#)) or clickUP tests, to help students evaluate their understanding of the material.



#### Assessment:

- Utilise online assessment methods, such as clickUP or QuestUP, as well as alternative assessment forms.

For more information, click [here](#). You can contact your Educational Consultant (EC) and/ or your Instructional Designer (ID) for further guidance.