



Teaching, Learning and Student Success Scenario Planning (COVID-19)

Scenario 1: Business as usual, with precautionary measures

Lecturers should take some of their classes online to 'test' their own and their students' online resilience. Furthermore:



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).

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Scenario 2: Closing or containment of part of the University

- Discontinue all non-essential contact teaching and learning activities. For example: face-to-face groupwork and community engagement activities.
- Continue only with essential teaching and learning activities (e.g. tests, practicals and some contact sessions), but take the following precautionary measures:
 - Space the students in class/labs/CBT Labs where possible!
 - Disinfect all surfaces (desks & chairs) between classes.
 - Disinfect all computer keyboards between Computer based test (CBTs)
- Limit contact classes: All lecturers that are comfortable using teaching online via clickUP and Blackboard Collaborate should replace as many classes as possible with online classes during their normal class schedules.



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).

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Scenario 3: Closure of the University and all its physical facilities

Discontinue all contact teaching and learning activities but continue virtually with your normal class schedule using clickUP and Blackboard Collaborate and other technologies: **Keep on teaching!!!**

Continuity plan for lecturers:



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.
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Assessment:

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

Continuity plan for students:



Download the study guide and course content provided by your lecturer to access it offline in case you are unable to access the files on clickUP.



Keep up with the work on a daily basis! Use your timetable to guide you - attend to the work of a particular module during the time you would have been in a particular class.



Continue with the entire scheme of work for every module (including assessments and assignments) laid out in the Study Guide.



Arrange off-campus Internet access, e.g. mobile phone data.



Download the UP App and the Blackboard App on your cellphone.



Maintain contact with all your clickUP courses on a daily basis.



Ensure that you receive essential communication by reading your clickUP and UP App notifications on a daily basis.



Set up your UP student email account and check it on a daily basis.



Make sure you know what the lecture replacement activities entail every week, for every module, and engage with them on the appropriate days.



Form virtual study groups with fellow students, e.g. WhatsApp groups.

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