Continuity Planning: Online Learning and Teaching

This document is designed to provide guidance to teaching staff in the event that it is no longer possible to proceed with teaching in a face-to-face environment. This would represent highly unusual circumstances and faculty are encouraged to consider feasible and reasonable alternatives; this will require more flexibility and adaptations than in normal circumstances.

Please bear in mind that we cannot assume that all students (or staff) will have access to fast and reliable broadband and we must plan accordingly and be flexible regarding delivery modes.

It is important that you communicate to your students:

1. How learning material will be delivered and available to them
2. When this learning material will be delivered/made available to them
3. What technical infrastructure is required to attend virtual classes or engage with the learning material
4. How they are expected to engage with this learning material

The sections below include links to guidance on the various delivery modes available to staff to substitute for face to face classes; staff are asked to work through these guides independently before contacting LEAD (LEAD@mic.ul.ie). LEAD are dealing with all queries using a queue system and a delayed response is to be expected.

Asynchronous Delivery Modes

What is recommended?

MIC is recommending where possible staff should choose asynchronous delivery modes. This is due to the fact that staff and students will have various internet and broadband capacities, depending on their home locations.

Asynchronous delivery involves preparing lecture content in advance and allowing students to access it in their own time.

How can this be done?

Option 1: Record your lectures using MS PowerPoint with narration, export this as an MP4 (video) or .PPS (PowerPoint slideshow) file and upload them to Moodle. Click here for guidelines.

> **Note:** Moodle has a file upload limit of 100MB. A PowerPoint file with 15 slides and 15 minutes of audio will be approximately 75MB. Therefore it is important to chunk your lecture into smaller sizes. If necessary, files larger than 100MB can be uploaded to MS OneDrive and the share link uploaded to the Moodle course page.

Option 2: Annotate your slides with notes and upload them to Moodle as a file. For more information on how to do this please click here.

Option 3: Allow students to ask questions. Use the Moodle discussion forums to facilitate discussions and respond to students' questions. For information on how to set up a Moodle discussion forum click here.

Implications/Considerations

- You should clearly communicate to students when the asynchronous content will be made available to them. You should also have clear guidelines about how students can ask questions or communicate with the lecturer regarding asynchronous content.
- Students must have access to a mobile device, laptop or computer with earphones or speakers.
- PowerPoint slides should be prepared with the audio at less than 15 minutes to ensure it can be uploaded to Moodle.

Synchronous Delivery Modes

What is recommended?

In certain circumstances staff may need to interact in real time. In such circumstances there are two options. Note the college recommends that this is not the main mode of delivery due to the potential for technical issues.

How can this be done?

Option 1: MS Teams has the capacity to allow virtual meetings and communication. However, this is only recommended for small groups as you are required to invite each student individually. To learn how to use MS Teams click here.

Option 2: Online support hours or questions: the online chat facility in Moodle or MS Teams can be used to facilitate real-time text conversations with students. To find out more about the Moodle chat activity click here.

Implications/Considerations

- You should clearly communicate to students when the class will be delivered.
- You should provide clear guidelines to students on how they can access the class.
- Students must have access to a mobile device, laptop or computer with speakers and reliable internet access.
- It is important to test the technology before the class and allow at least 20 minutes before the class to get set up.