

Education Business Continuity Plan to maintain module delivery and engagement with learning resources remotely, using technology

Activity	Suggested remote working approach	Enabling technology <i>(Click on the hyperlink for guidance)</i>	Requirements for student	Requirements for staff
Lecture	<ul style="list-style-type: none"> - Reuse previously recorded lecture - Advance recording of lecture from office or home - Discussion forum on Canvas 	<ul style="list-style-type: none"> - Panopto <p><i>SGUL recommends that staff reuse previously recorded lecture except for where that has been a material change.</i></p>	<ul style="list-style-type: none"> - High speed internet - Web-enabled device (PC/laptop/tablet/phone) - Audio playback (most devices have this built in) - Headphones or headset <p><i>Students are encouraged to use their laptop or smartphone. Also, a large proportion of students already have access to St George's tablets via a loan option. A limited number of tablets are available for loan so students who require a tablet can visit the Library Desk as soon as possible to request one.</i></p>	<ul style="list-style-type: none"> - PC/Laptop - Microphone (most devices have this built in) - High speed internet - Webcam (optional) - Headphones or headset
Tutorial/ Workshop/ Seminar	<ul style="list-style-type: none"> - Run a webinar from office/home - Further guidance to be provided for courses/modules which have a large reliance on clinicians. <p><i>NB: Webinars are live events</i></p>	<ul style="list-style-type: none"> - Teams - BigBlueButton <p><i>SGUL recommends: BigBlueButton when all the staff and students are enrolled on the same Canvas module as no set up is required. It is recommended not to exceed 100 users per conference. There is no limit on the number of simultaneous conferences that can run.</i></p>	<ul style="list-style-type: none"> - High speed internet - Web-enabled device (PC/laptop/tablet/phone) - Audio playback (most devices have this built in) - Microphone (most devices have this built in) - Headphones or headset 	<ul style="list-style-type: none"> - PC/Laptop - Microphone (most devices have this built in) - High speed internet - Webcam (optional) - Headphones or headset

		<p><i>Teams is the preferred option for mixed groups (e.g. shared teaching) or tutorials where the personal tutor might not be enrolled on the same modules as the tutee. Easiest way to do this is to create a class in Teams, and then share the link to the class your students via Canvas so that students can easily join.</i></p>		
<p>Group work, Team Based Learning (TBL), and Problem Based Learning (PBL)</p>	<p>- Run an online group/PBL session</p>	<ul style="list-style-type: none"> - Teams - Canvas - Office 365/OneDrive – Word online <p><i>As for tutorials/workshops above, SGUL recommends Teams for group calls.</i></p> <p><i>PBL: One student member of each PBL group (using a laptop rather than a tablet) should access the PBL case through Canvas and share their screen, making the PBL case visible to all group members on the Teams call. Other group members should not attempt to access the PBL case simultaneously, instead relying on the shared screen.</i></p> <p><i>Collaborative real-time note taking can be achieved through Word online – one group member should create a Word document online through Office 365, and share this with all PBL group members and the PBL tutor. All group members will then be able to access and edit notes concurrently.</i></p>	<ul style="list-style-type: none"> - High speed internet - Web-enabled device (PC/laptop/tablet/phone) - Audio playback (most devices have this built in) - Microphone (most devices have this built in) - Headphones or headset 	<ul style="list-style-type: none"> - PC/Laptop/tablet/phone - Microphone (most devices have this built in) - High speed internet - Webcam (optional) - Headphones or headset

One-to-one meetings, Personal Tutoring	<ul style="list-style-type: none"> - Hold an internet-based video call - Hold an internet-based audio call - Run a webinar from office/home 	<ul style="list-style-type: none"> - Teams - Skype For Business <p><i>SGUL recommends Teams. It's best to schedule a time with your student so that they are active when you place the call.</i></p>	<ul style="list-style-type: none"> - High speed internet - Web-enabled device (PC/laptop/tablet/phone) - Audio playback (most devices have this built in) - Microphone (most devices have this built in) - Headphones or headset 	<ul style="list-style-type: none"> - PC/Laptop/tablet/phone - Microphone (most devices have this built in) - High speed internet - Webcam (optional) - Headphones or headset
Distribution of lecture materials	Add files and other resources to Canvas as per current use.	<ul style="list-style-type: none"> - Canvas (within your module area) 	<ul style="list-style-type: none"> - Internet connection - Web-enabled device (PC/laptop/tablet/phone) 	<ul style="list-style-type: none"> - Internet connection - PC/Laptop
Learning resources	<ul style="list-style-type: none"> - Online resources only: - E books and ejournals available through "Hunter". Library webpages detailing how to access resources – LibGuides pointing students to most appropriate options 	<ul style="list-style-type: none"> - Alma (Hunter) for all Library resources 	<ul style="list-style-type: none"> - Internet connection - Web-enabled device (PC/laptop/tablet/phone) 	<ul style="list-style-type: none"> - External hosting – no internal resource required except ability to authenticate using Shibboleth
Summative assessments	<ul style="list-style-type: none"> - Further guidance to be provided 	<ul style="list-style-type: none"> - Further guidance to be provided 	<ul style="list-style-type: none"> - Further guidance to be provided 	<ul style="list-style-type: none"> - Further guidance to be provided

Considerations:

- Ensure your Canvas module pages are up to date and are designed in-line with guidance from LTS.
- Consider the overall accessibility of any documents or resources being shared.
- Remember to manage student expectations by telling them how you intend to use any of the tools, systems or resources noted above.

Support for staff:

- The entire team at CTIE along with colleagues from ITAV will be able to provide support and advice on any of the tools, systems or resources noted in this document. All queries are to be directed to LTS@sgul.ac.uk; for specific support from e-learning unit, contact elu@sgul.ac.uk
- We recommend that staff act now to ensure that they have installed the necessary software and source/purchase any additional equipment that they may require e.g. webcams, headset and/or microphones. This will ensure that staff are prepared fully prepared should the need arise.

Support for students:

- For any technical issues, students can contact the Learning Technology Services team at LTS@sgul.ac.uk
- For information on getting best out of our e-learning tools and systems, students can be directed to the following resources:

Below are a number of useful productivity tools:

- [Apple accessibility Guide](#): a written guide about the accessibility features built into Apple devices
- [AT BAR](#): a free Browser toolbar which change the look and feel of web pages, read text aloud or check your spelling.
- [Microsoft Accessibility](#): a written guide about the accessibility features built into Microsoft devices
- Microsoft Office Speech: Text to speech: Listen to Microsoft documents read aloud. You can activate Speak in Word, Outlook, PowerPoint or OneNote by:
 - o Clicking 'Customize Quick Access Toolbar' (usually next to the undo and redo buttons in the top left corner)
 - o Choose More Commands > All Commands
 - o Scroll down to the Speak command, select it and click Add
 - o Once you have activated Speak, you can highlight text and click the Speak icon in your Quick Access toolbar to hear text read aloud