Readiness Checklist

This checklist is designed to help you ensure that you have everything in place to deliver effective online teaching and learning. It is hoped that by going through this checklist, you will feel reassured that you are providing the best possible support for your students in these exceptional circumstances. The majority of the questions contain a link to further guidance, should you need it.

Maintaining Contact and Engagement

☐ Does my Moodle course have an <u>Announcements forum</u>, as a one-way communication channel where I can post important announcements?

☐ Does my Moodle course display staff contact details, such as name, position, telephone, email, office hours, as appropriate?

☐ Do my students know who to contact within the department if they have any study issues?

Lectures

☐ Do I have <u>'Teacher Editor" access</u> to edit my Moodle course? If you are a teacher editor on your Moodle course, you will be able to see the '*turn editing on'* button at the top of the screen.

☐ Does my Moodle course have up to date lecture notes or presentations? If not, you can learn how to upload files to your Moodle course.

☐ Are the lecture notes/presentations on my Moodle course easily identifiable for students (grouped and placed in the appropriate section and named correctly)?

☐ Do I use meaningful and descriptive titles for all my links and resources on Moodle? For example, it is not meaningful for students to read "Lecture 10". Instead "Lecture 10: Cold War Perspectives" is more meaningful.

☐ Do I know how to add a link to my last year's <u>archived lecture recordings</u> to my current Moodle course?

☐ If I wish to record and publish an audio/video narrated presentation, am I <u>registered as an instructor</u> on Echo360?

☐ If I wish to <u>record audio/video narrated presentations</u>**,** do I have a microphone and webcam (for video) either attached or built into my home computer?

Seminars / Collaboration / Group Discussion

☐ Does my Moodle course have a **discussion forum** course activity? If not, do I know how to set up a discussion forum in Moodle?

☐ Have I set clear expectations for my students on how discussion forums will be used, including purpose, contributions and frequency of moderation?

☐ Am I planning to use Zoom? If yes, please see the detailed "Getting started with Zoom – Checklist".

Office hours/Tutoring/Project/PHD Supervision

☐ If you wish to use Zoom to conduct virtual private conversations, please see the detailed "Getting started with Zoom – Checklist".

Individual Student Activity

☐ Does my Moodle course contain an up to date reading list?

Add your notes and changes to this checklist, such as 'what went well' and 'what could be improved in the future'.