

UNIVERSITY STATEMENT

STAFF COMMUNIQUE

2nd April 2020

STRATEGIES TO UNDERPIN TEACHING & LEARNING CONTINUITY DURING THE LOCKDOWN PERIOD

The Center for Excellence in Learning and Teaching (CELT) has enlisted the support of a strong team of online learning experts and colleagues to support you and assembled an array of tools to help you build confidence and capacity to move your classes online, engage students in learning remotely, and meet learning objectives during the lockdown period and possibly beyond.

You may want to enhance your remote teaching through Moodle or Microsoft Teams, amongst other online learning tools and systems. They serve as a powerful hub, providing access to a number of tools for communicating, teaching, and assessing online. If you have not used Moodle or MS Teams before or would like additional support, we are currently finalising arrangements for live drop-in sessions for synchronous assistance during each working day of the lockdown period and also collating a directory of online learning champions to reach out to and arrange mutually suitable online-contact times.

In your Moodle and MS TEAMS training classrooms you will find a robust set of support sites, guidelines and videos on learning, teaching and online assessment to help you make the most of engaging your students in learning remotely.

CELT will continue to develop and enhance the support initiatives in response to the situation and to answer instructors' questions as they emerge to ensure continuity of instruction during the lockdown period.

On the next page is a list of some of the strategies that have been designed to underpin continuity in teaching and learning during the COVID 19 pandemic.

Our plan has SIX fundamental aspects to it:

1. **Moodle** will continue to be the primary LMS.
2. Academic development and support will be provided by **CELT**.

3. Academics will have immediate access to **Microsoft Teams**, as an alternate and/or complementary online platform to facilitate the sharing of learning materials and enhance communication with students.
4. Additional academic development and training will be available to familiarize academics with **Microsoft Teams**. This support will be provided by **CELT** in collaboration with faculty-based academic development practitioners.
5. Technical support in the use of learning platforms and related facilities will be provided by Helpdesk Technicians in **CELT** for Moodle and **ITSS** for Microsoft Teams.
6. **AutoScholar** (autoscholar.dut.ac.za) is operational and online training will continue for DUT staff in order to identify “At Risk” students before they fail in the first semester. Training will be conducted by Ashton Maherry (Institutional Planning).

ACADEMICS ARE ASSURED OF:

1. A suitable infrastructure for the use of various online technologies to teach and assess online throughout the lock-down period and beyond.
2. Special academic development to enable remote teaching will be provided by CELT to all academic staff who will be working from home during the lockdown.
3. Training in online assessment techniques to be provided online by CELT academic development staff in collaboration with faculty appointed academic development staff. Academics are encouraged to conduct formative assessments online where feasible.

STUDENTS ARE ASSURED OF:

1. Online training and support made available to students in order for them to benefit from various forms of online teaching and learning. Student training will be coordinated by Mr Simon Ndlovu who leads the **Technology for Learning** programme in CELT.
2. Technical support in the use of learning platforms and related facilities will be provided by Helpdesk Technicians in CELT for Moodle and ITSS for Microsoft Teams.

TRAINING ACTIVITIES COMPLETED RECENTLY:

- a. Academics in all faculties have been encouraged to complete a Microsoft designed short course titled:

- i. Collaborate Faster using MS teams for HE staff available at–
<https://education.microsoft.com/en-us/course/18ceabf5/overview>
- b. Training sessions for e-Learning conducted by CELT e-Learning in the use of MS Teams based communication tools and online questionnaire development have been initiated in the six faculties. Further group training sessions via MS TEAMS may be arranged via the faculty-based Academic Development Practitioners.
- c. A recording of the online training session entitled **An online Introduction to Office 365** is available to staff from Dr Gita Mistri, who is the coordinator of academic support initiatives during the lockdown period may be reached at gitam@dut.ac.za during office hours.

INITIATIVES TO SUPPORT REMOTE LEARNING AT DUT:

COVID-19 Lockdown Remote Learning and Teaching Initiatives for Academic Staff

| | Initiative | description | Initiative Lead | Contact details | status |
|---|----------------------------|---|--|--|------------------------|
| 1 | Moodle training sessions | Training: online classrooms – Asynchronous – curated content, video links, etc. Faculty based training | Mari Pete Bwalya Lungu Dan Pienaar | mpete@dut.ac.za bwalyal@dut.ac.za danp@dut.ac.za | Ongoing Ongoing |
| 2 | Moodle Technical Support | Technical support related queries | Preggy Reddy Prega Naidoo | preggyr@dut.ac.za pregalathann@dut.ac.za | |
| 3 | MS Teams training sessions | Familiarisation for Academic Staff, and faculty based Academic Development Practitioners Faculty specific training via CELT-Sandbox classrooms in MS TEAMS | Gita Mistri Nelson Moonsammy Sipho Zulu | gitam@dut.ac.za munsamng@dut.ac.za zulusgr@dut.ac.za | Ongoing |

- **Curated content, video links on Teaching Remotely, Learning Remotely and Online Assessment included.**
- **Online Support links**
- **MS TEAMS based Synchronous training**
- **Asynchronous training**

Responsive -on demand group training via Faculty-based Academic Development Practitioners supported by CELT

Rosaline Govender (FAI)

rosalineg@dut.ac.za

Roshnee Sunder (FoAD)

roshe@dut.ac.za

Nerolen Soobryan (FHS)

NerolenS@dut.ac.za

Revelation Serathi (FMS)

Revelationm@dut.ac.za

Nivar Somaru (FAS)

Nivars@dut.ac.za

| | | | | | |
|---|-------------------------------------|--|--|---|---|
| | | Microsoft MS TEAMS Webinars and MOOCs | Gita Mistri | gitam@dut.ac.za | Information and advertising via ADPs and MS TEAMS classrooms in process |
| 4 | Podcasting Support | <p>Training initiative – CELT and ADPractitioners in some faculties</p> <p>Synchronous training in podcasting via MS TEAMS</p> <p>Podcasting Quick Start Guide</p> <p>Asynchronous support</p> | <p>Bwalya Lungu</p> <p>Mari Pete</p> <p>Roshnee</p> <p>Sunder (ADP-FoAD)</p> <p>Bwalya Lungu</p> <p>Bwalya Lungu</p> | <p>bwalyal@dut.ac.za</p> <p>mpete@dut.ac.za</p> <p>roshs@dut.ac.za</p> <p>bwalyal@dut.ac.za</p> <p>bwalyal@dut.ac.za</p> | <p>Ongoing</p> <p>On demand</p> <p>In process</p> |
| 5 | Narrated Powerpoints-Support | <p>Quick start Guide – Narrated Powerpoints</p> <p>Asynchronous</p> | <p>Nisha</p> <p>Ramlutchman</p> | nishar@dut.ac.za | Ready |
| 6 | Remote Teaching Guidelines | <p>Quick Start Guide- Remote Teaching</p> <p>Asynchronous</p> | <p>Rosaline</p> <p>Govender</p> | rosalineg@dut.ac.za | In process |
| 7 | Twitter handle | <p>DUT Remote Learning@DUTRemoteLearn</p> | Prega Naidoo | pregalathann@dut.ac.za | Initialised-pending approval from DUT Corporate Affairs |
| 8 | Facebook | <p>DUT Remote Learning</p> <p>https://www.facebook.com/DUT-Remote-Learning-108116864168952/</p> | <p>Rosaline</p> <p>Govender</p> | rosalineg@dut.ac.za | Initialised-pending approval from DUT Corporate Affairs |

| | | | | | |
|----|--|--|--|--|--|
| 9 | Online Drop-in hours: Helpdesk on Remote Teaching | Schedule of live-online drop-in sessions (days and times) Using MS TEAMS limited to 12 working days during lock down Shifts 1 (10am-12pm) Shift 2 (2pm – 4pm) | Rosheena Jeawon Nivar Somaru Timothy Adujo Obaje | rosheenaj@dut.ac.za nivars@dut.ac.za TimothyO@dut.ac.za | In process |
| 10 | Directory of Experts | List of CELT Educational Technologists as well as faculty based-expert volunteer consultants trained in teaching with technology and instructional design (GET SMARTER & other initiatives) | Nerolen Soobryan Rosheena Jeawon Ashton Maherry | NerolenS@dut.ac.za RosheenaJ@dut.ac.za AshtonM@dut.ac.za | In process |
| 11 | Web-page Development | Improving visibility and accessibility of Remote Learning initiatives. | Bibi Ayesha Mall, Rosh Sunder Amanullah Mahomed, Preggy Reddy | ayesham@dut.ac.za Roshs@dut.ac.za AmanullahM@dut.ac.za preggyr@dut.ac.za | In process |
| 12 | Webinars and MOOCs | Live -Webinars and pre-recording of Webinars for Teaching online and Remote Teaching | Penny Orton Gita Mistri | Pennyo@dut.ac.za gitam@dut.ac.za | Curating in process- from: UCT-level I : Remote Teaching Webinars, HEPISA, Open University, |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | Coursera, FutureLearn , Educause, EdX |
| | | | | | |

CELT CENTRAL_CONTACT DETAILS

| ROLE | NAME | CONTACT DETAILS |
|--|-----------------|---|
| Coordinator: Support initiatives for academics during the period of the lockdown | DR GITA MISTRI | EMAIL: gitam@dut.ac.za queries will be attended to from 08:00 – 16:30 during Monday – Thursday and from 08:00 – 15:30 on Friday. |
| For all issues related to the performance and availability of the Moodle System | MR PREGGY REDDY | EMAIL: preggyr@dut.ac.za queries will be attended to from 08:00 – 16:30 during Monday – Thursday and from 08:00 – 15:30 on Friday. |
| e-Learning technical support and online course design | MR PREGA NAIDOO | EMAIL: pregalathann@dut.ac.za queries will be attended to from 08:00 – 16:30 during Monday – Thursday and from 08:00 – 15:30 on Friday. |

WE REMIND ALL STUDENTS AND STAFF TO ONLY ACCESS OFFICIAL UNIVERSITY STATEMENTS VIA THE DUT PINBOARD EMAIL SYSTEM (STAFF), DUT4LIFE EMAIL ACCOUNT (STUDENTS) AND THE STAFF AND STUDENT PORTALS.