Centre for Innovation in Learning and Teaching

Online Teaching & Learning: Getting started

PROCESSES | TOOLS

The pinned options are quicker to setup for those new to online teaching

ONLINE TEACHING & LEARNING

1. CREATE OR FIND CONTENT

1.1 Re-use content

Previous lecture videos, notes etc.

Email help@vula.uct.ac.za to link previous lecture videos.

Open Educational Resources

e.g. from OER Commons, MOOCs, or link to Youtube.

Suggestion: Check well-known lecturers in your field.

Reference & Adapt

Annotate, highlight or refer to important sections. e.g. timestamps in a video

1.2 Create new content

Written text

Can include images. e.g. reading guide or summary of key readings.

Audio content

Use a mobile app e.g. Smart Voice recorder (Android). Save as MP3 file.

Teaching video

Narrated powerpoint

e.g. Powerpoint in Windows

Screen/Camera recording (screencast)

Create recordings with your PC/tablet screen and/or camera e.g. Screecast-o-matic, Quicktime on Mac, Windows 10 camera app, pre-record in Adobe Connect

You can also record using your mobile device's video recorder

Notes for audio & video content

- **You will need a mobile device, laptop, or PC with headset.**
- **Check these 5 questions if you are using video content.**
- **For recordings, focus on short snippets of key sections.**
- **Do a short trial run and check the audio quality.**
- **Ensure you can save the file and upload to Vula.**

2. DELIVER CONTENT

2.1 Share content

Resources on Vula

Be wary of large files >250 MB (use Lecture Videos to upload video content.)

Lessons on Vula

Structure and embed your resources. Allow for comments.

Lecture Videos on Vula

Add video content under Manage > Upload for better file compression & format.

Google Docs

Structure content, collaboratively edit with colleagues. Share doc in Web Content on Vula.

2.2 Communicate

Announcements on Vula

One-way communication. Set high-priority to send an email notification.

Email list

Email may invite questions. BCC preferable and share responses on Vula.

Whatsapp

Whatsapp may work best for tutor groups, if you have students' numbers.

Video conferencing

A virtual meeting room e.g.Adobe Connect **NB:** All students will need stable ***internet connectivity*** and your teaching team may need to guide students into the online meeting room.Add participation through the chat room and polls. Record the session & make it available afterwards. You can export the video to MP4.

3. PLAN INTERACTION

3.1 Check concepts

Lessons: Ask a question tool on Vula

e.g. MCQ or short question. Can provide correct/model answer. Allows for grading.

Polls on Vula

Allows students to see others response. Responses are anonymous.

Test & Quizzes on Vula

Can take more time to setup, but allows for online assessment.

3.2 Elicit questions

Lessons: Comment tool on Vula

Students can comment below Lessons content.

Q&A tool on Vula

Students can ask questions & anyone can respond. Anonymous option.

Forums on Vula

Allows for grading, to encourage participation.

Chatroom on Vula (or Whatsapp)

Organise session at set time for Q&A. Use different rooms for large classes.

Shared Google Doc

e.g. allow students to comment on Google Doc presentation or notes.

3.3 Enable student content

Lessons: Student Content tool on Vula

For individuals or groups content. Allows for grading, peer review & self-grade.

Blogs on Vula

e.g. used as weekly self-reflection. Class can add comments.

Wiki or shared Google Doc

Google docs allows for collaborative editing. Track changes (edits) of logged-in users.

This is available online at bit.ly/onlineTLflowchart
For more see www.cilt.uct.ac.za/cilt/teaching-resources
This is a re-usable resource and is licensed under Creative Commons BY-SA