



ONLINE TEACHING & LEARNING

1. CREATE OR FIND CONTENT

2. DELIVER CONTENT

3. PLAN INTERACTION

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. sections of 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 an MP3 file.

Teaching video

Narrated powerpoint

[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

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 own video content under Manage > Upload. Better file compression & format

Google Docs

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

Video conferencing

- 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.

2.2 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.

3.1 Check concepts

Lessons: Ask a question tool on Vula

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

Polls on Vula

Allows students to see others response. 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

Self-reflection e.g. weekly task. Can add comments.

Wiki or shared Google Doc

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