



Recommendations for teachers to organize online studies (when in-class activities are cancelled)

Dear teachers, we kindly ask you to plan your most efficient scenario to organize studies online during the period when in-class activities are cancelled at university to ensure full access to curriculum, learning resources, lectures, consultations and other important study content, making them available through [VMU online learning platform Moodle](#):

- make sure that **your course is available in Moodle** (if not, [fill in the course request form](#) as soon, as possible)
- **upload learning resources** (your slides, articles, readings and other) in Moodle (if you need assistance on how to do it, check [user guides](#) available or [schedule a consultation](#) with [the specialists](#))
- Plan **how you will communicate with the students** in Moodle, where you can use Moodle discussion forum, news forum (where only teachers can post) or personal messages
- **Send a short message to your students**, using Moodle news forum asking them to join your course online and to see if they have access to the resources (in case they experience problems, please, refer to [User manual](#) or ask them to fill in [student support form](#))
- **Inform students** that they have to write all questions and comments to Moodle discussion forum or personal messages to you using Moodle message tools
- Share with the students **information when you will be answering their questions** (which week days and hours) so that they do not anticipate your answer immediately
- **Video lecture rooms should be available in each course in Moodle. Use Microsoft Teams to enable them in Moodle** ([short user guides available here](#)), but make sure you organize lectures following official timeline. You may access this video lecture room through any computer with internet connection, with the webcam and headphones for your and student convenience. All teachers may ask for [individual consultation how to use these](#)
- **Please, do test your video lecture room connection** prior to the lecture ([Adobe connect testing](#), [MS Teams](#)).
- **You may always record your lecture in advance** and link it in the Moodle course to have discussion with the students using Moodle tools (discussion forums, assignments, wiki and other tools). User guides are available in [teacher support portal](#)
- **Students can also present their learning results using video lecture rooms** (they can use slides, share desktop, etc.). You can explore examples in [Open Educational Practices](#) to get inspired
- All university teachers and students have Microsoft Outlook accounts and OneDrive file sharing options. You can link documents from there to Moodle environment. You may also store records of video lectures from previous semesters using OneDrive storage space and provide links to Moodle courses from OneDrive for your convenience.
- All teachers can prepare tests and assignments, as well as Midterms in Moodle environment.
- **We do not recommend planning mid-terms and intensive studies during the first weeks of experience online.** You may want to divide big assignments into smaller tasks as a form of support system for your students.
- **Do not choose many and complex technological solutions** immediately. It is better to stay in one virtual space and place, namely, Moodle. This way we will be able to provide you with the support and help much quicker.



- **Schedule student consultations in Moodle**, either using video lecture rooms or other asynchronous tools, and keep to the schedule. Students should post their questions also in the discussion forum.

IF YOU WORK FROM HOME

Make sure you have a computer with the internet connection.

If you use video lecture room, you will need:

- Computer with constant uninterrupted internet connection (cable is recommended, instead of wireless) with permeability of at least 2 Mb/s;
- Web cam (can be integrated);
- microphone;
- headphones (recommended for sound quality).

PLEASE, CONSIDER

In case you want to organize mid-term and exam online, you have to inform ISI specialists to receive the latest recommendations to prepare for it in advance to ensure a smooth process. You will also need to provide instructions on how to access mid-term or exam for your students, and we will help you.

If students and teachers use other tools (social networks, communication and collaboration tools, apps, etc.) **we will not be able to provide help or support** in this case, but, moreover, the teacher will be responsible to ensure:

- access to the record of the learning and teaching event (lecture, discussion or other) later on to university students and to agree if the access is restricted or public to all society members and for how long, etc. ,
- **GDPR** regulations and their consistency, and take full responsibility of learning and teaching process does not comply with them,
- that learning and teaching activities are recorded and the record link is uploaded to Moodle,
- access to learning and teaching resources during the whole semester (Facebook and other social networks may not ensure this condition).

Staff members of Innovative Studies Institute are ready to provide support or consultation to you – contact us for individual consultation online, via phone or e-mail.