

Initial preparatory curriculum planning for online teaching

1. SUNLearn

- a. Ensure that there is a current SUNLearn module available for your course.
- b. If you cannot find your course, please contact the SUNLearn help desk: <https://learnhelp.sun.ac.za>

2. Curriculum overview

NOTE: Step-by-step guidelines and videos will be available on the **Temporary Online Teaching site**. The site will be hosted on SUNLearn from Thursday 19 March.

- a. Divide the curriculum into weekly sections.
- b. Ensure that your module framework (adapted for online learning) is ready to be uploaded online.
- c. Ensure that learning outcomes for each week are clearly communicated or highlighted.

Then, start with what you have:

- d. Identify the existing learning materials you currently have available for students to engage with for the first week of online learning. Consider the following steps:
 1. Identify learning materials that can function as a student self-directed learning activity (e.g. reading materials or podcasts).
 2. Consider whether some of your resources require more explanation/input from your side (such as audio narrations for Ppt. slides, an introductory voice note or text instruction to contextualise content).
 3. Consider whether the remaining content that would have been facilitated in a face-to-face format, could be redesigned for an online learning environment.

3. Student communication

- a. Ensure that students know how to access their SUNLearn module page.
- b. Clearly communicate with students what will be expected of them from *Monday 30 March*. This includes how you will communicate with them and how they should communicate with you.



TIP

To get started:
You can start drafting an Announcement forum message outlining your online communication approach.

Example of a possible way to ensure students understand your online communication approach:

Welcome to [Add Module Title]. This is the link to the module's SUNLearn page: [Add URL to your module here]

Take note of the following, on the SUNLearn page:

1. Important messages will be posted on the **Announcement forum** (at the top of the SUNLearn page).
2. Take note of the **module framework**, also uploaded on the page.
3. The page is divided in [weeks/themes]. I will regularly post a '**What is expected from me, this week?**' summary under each week's heading. This will guide you on what to do, and by when.
3. You can post any questions about this module in the **discussion forum**. I will check this forum regularly and respond as much as possible. If I cannot respond to everyone's individual posts, I will share more general feedback and guidance - relevant to everyone - on the Announcement forum.
4. Please email [add details] if you need to reach me directly.

- c. Keep in mind the approximate time students will likely need to complete each learning activity. Alert students to activities that will require them to spend longer periods online.
- d. Encourage students to check their SUNLearn course on a daily basis for regular updates or notices.



TIP >

Once you have structured your weekly learning materials, you can start drafting messages to guide self-paced (i.e. *asynchronous*) online learning.

Example of a possible way to guide online activities

"What should I do this week?"

This week, we are going to explore *[add topic / key concepts here, as well as your learning outcomes for this section of the module]*

You are expected to do the following, by *[add deadline here]*:

1. Read the article *[add article title, here]*
2. Work through this Ppt. and listen to the voice narrations on each slide *[Add Ppt title here]*.
3. To test your own understanding, complete this mandatory short quiz on the topic. You will be able to see the correct responses, after attempting the quiz *[Deadline: Sunday 3 April at 23:55]*
4. Remember that you can post your questions about this week's content on the module's Q&A forum (any time), or engage in the online Chatroom *[on e.g. Wednesdays 10:00-11:00]"*

4. Help and Support

- o [Sign up](#) for the virtual **lunch-hour seminar series 'Preparing for online teaching'** (Thursday 19 March to Monday 30 March), or watch the video recording of the seminar on the **Temporary Online Teaching Site** (see below) from Friday 20 March.
- o Access the link to the **Temporary Online Teaching Site**, hosted on SUNLearn (to be shared on Thursday 19 March).
- o Request an **editable template of a basic SUNLearn module layout** set up for online learning (invitation link to be shared on Thursday 19 March).
- o Faculty support: **BLC (or equivalent role)** or **departmental colleagues familiar with the use of SUNLearn**.
- o Divisional support: **CLT and CTL advisors**.
- o Learning Technologies support: **SUNLearn help desk**: <https://learnhelp.sun.ac.za>