Common Awards Online Teaching Policy

30 October 2020

Delivery of Teaching

Due to the international response to the current outbreak of coronavirus (COVID-19) all Common Awards modules will be delivered online until further notice.

While developed in response to coronavirus, this policy will cover all future online teaching within the CTF. It will be reviewed regularly by the Durham Academic Oversight Group and any changes to the policy will be reviewed by the members of the DAOG and approved by its Chair.

While modules will continue to meet the same learning outcomes and address broadly the same material, Module Leaders may adjust teaching sessions to facilitate online delivery. While tutors will contact students to alert them of significant changes to a module, students are encouraged to monitor Hedwig where alterations to delivery and content will be noted.

The content of each module may be taught via:

- live sessions, hosted by a tutor;
- pre-recorded videos, either uploaded onto Hedwig or accessible through a third-party website;
- remote learning materials with scheduled virtual support from tutors;
- a combination of the above.

Teaching sessions will frequently be hosted by the video-conferencing application Zoom. Students are encouraged to familiarise themselves with this software. The Zoom website offers a number of free online tutorials: Zoom Video Tutorials.

Recording of Teaching Sessions

Limited on-line teaching by CTF Tutors will be recorded and made available on Hedwig so students will have ongoing access to select learning material online. Tutors will follow these guidelines:

- Lectures will be recorded, but only those portions when the lecturer is speaking. No break-out groups or discussion involving students will be recorded;
- Seminars will not be recorded.

Individual tutors are responsible for ensuring that the content of uploaded recordings comply with this policy. This may mean, in some circumstances, that a tutor decides not to upload particular material from a teaching session, for example, an informal response to a pastorally sensitive issue.

Live lecture recordings will be made available through Hedwig for the duration of the academic year. Tutors will determine, at the end of the academic year, whether to re-use footage of their teaching or delete these files.

For Ridley London only, recordings of key teaching sessions that include student input will be available on request to students enrolled in the module but will not be uploaded to Hedwig.
Viewing of Teaching Sessions is for Personal Use

Teaching sessions are recorded solely for the purpose of enabling students currently enrolled in the module to complete their learning and assessment. Recordings of module material are for personal and private use only and should not be shared in any form without the permission of the tutor.

Library and e-resources

Given the closure of libraries, students will increasingly need to find secondary resources online and may need to complete summative assessment using e-resources only. The CTF Library continues to locate online resources for each module and places these on Hedwig using the ‘Live Reading List’ section within each module page. Tutors are encouraged to review reading lists so that all texts are available electronically, and so providing equal access to resources for all students. Students are encouraged to read Library and Digital Resources for Durham Students on Hedwig.

Tutors recognise the demands that students are under in the current circumstances and the challenges that online teaching may present to them. While they will endeavour to make allowances for this in their teaching and in the marking of assignments they are bound to continue teaching to the learning objectives and outcomes stated in the Module Guides.

Support of Students with recognised SPLDs

In particular, the following guidance is given to teaching staff to support students with Specific Learning Difficulties and facilitate access to learning on-line:

• Please record lectures, according to the guidelines above, so that students can access them after the session.

• Please supply downloadable copies of any presentations and handouts so that students can view them before the lectures to facilitate orientation during the lectures.

• If you lecture from notes or a full script please consider making this available, either automatically or on request, for students who find it difficult to access information in an on-line lecture format.

• Some students will find that facing a screen full of faces and/or seeing themselves on screen in a large bank of faces is over-stimulating and prevents them from being able to access the content of lectures. Please recognise that some students will need to turn off their computer camera for at least part of the duration of the teaching session. However, those same students may be able to cope with the stimulation of a small teaching class or a break-out group.

• Please point students as early as possible to the resources recommended for assessments to enable students to make arrangements to access resources in the most suitable way for their learning needs (e.g., seeking print-outs, or having extra time for reading on-line).