

**Getting Ready for AY21-22: A Record of Teaching Team Actions**

This template is to help record discussions and action points as you work through the ***Getting Ready for AY21-22: Teaching Team Conversations*** Guide.

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**Course Code: Course Title: Course Leader(s):**

| Preparation | Discussion Points | Actions | Complete? |
| --- | --- | --- | --- |
| Getting Started:  Ensure that your Course Team has completed [Canvas Fundamentals 1 & 2](https://heriotwatt.sharepoint.com/sites/VLE_EPortfolio/SitePages/Canvas-Training.aspx) training and refresh engagement with the *Introducing Responsive Blended Learning* module. |  |  |  |
| *Question 1:*  How can you strengthen your course team, build collegiality, and work across campuses? |  |  |  |
| *Question 2*  How will you integrate the move to Canvas into your preparation for AY21-22 and ensure your Course site is engaging, easy to navigate and supports student learning? |  |  |  |
| *Question 3:*  What aspects of your course design for RBL would benefit from further enhancement? |  |  |  |
| *Question 4:*  How will you support students whose learning has been disrupted over the past two years? |  |  |  |
| *Question 5:*  Identify the key assessments in your course and consider how they could be adapted for remote delivery and submission. |  |  |  |
| *Question 6:*  What will you practically do to support students who are on campus *and* those who are studying at a distance? |  |  |  |
| *Question 7:*  Identify possible options for any practice-based learning that needs to take place in specialist spaces and / or any work-based learning elements. |  |  |  |
| *Question 8:*  Consider how you will ensure your course is accessible for all of your students. |  |  |  |