

**Preparing for Responsive Blended Learning: A Record of Course Team Actions**

This template is to help record your course team discussions and action points as you work through the ***Preparing for Responsive Blended Learning*** Guide.

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

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| Preparation | Discussion Points | Actions | Complete? |
| Getting Started:  Encourage your Course Team to sign up for *Introducing Responsive Blended Learning* module. |  |  |  |
| *Question 1:*  How can you strengthen your course team, build collegiality, and work across campuses? |  |  |  |
| *Question 2:*  What will your course team need to do to blend online and face-to-face learning? |  |  |  |
| *Question 3:*  Identify the key assessments in your course and consider how they could be adapted for remote delivery and submission. |  |  |  |
| *Question 4:*  Review your existing course VLE site (including any campus-specific variants) to identify areas for enhancement. |  |  |  |
| *Question 5:*  Explore how you can provide opportunities for students to learn from each other and work together, whether they are on or off-campus. |  |  |  |
| *Question 6:*  Identify and explore any practice-based learning that needs to take place in specialist spaces and / or any work-based learning elements. |  |  |  |
| *Question 7:*  Consider how you will ensure your course is accessible for all of your students. |  |  |  |