

USING THE RAPID RESPONSE TOOLKIT

This Rapid Response Toolkit will help you to continue to support your students in the event of the University having to move at speed to deliver learning and teaching online.

Some of you will already be making extensive use of the University's virtual learning environment, Vision, and will be comfortable engaging with your students in this way. We would encourage you to continue with the approaches and tools that you and your students are familiar with.

Many of you, however, may be engaging with online support for learning for the first time. Moving rapidly to online support will require some additional planning and preparation. This Toolkit will help you get prepared, get online, and continue supporting your students.

At a time of rapid change, be pragmatic about what you and your students will be able to engage with. The priority is to ensure students feel supported. Knowing how to contact the course team and access course materials are key to this.

WHAT'S IN THE TOOLKIT?

1. Course Team Checklist

We suggest you start with this Checklist and work through it with your Course Team. This will help you determine your priorities for supporting student learning and plan your next steps.

2. Accessing and Using Vision

These resources will help you prepare your Vision site to share resources and communicate with your students.

- Uploading materials to Vision
- Adding staff contact details to Vision
- Contacting your students on Vision
- Using discussion boards to support student learning online
- Guidance for students on using discussion boards (available as editable download only)

3. Teaching Online via Webinar

This resource introduces you to Collaborate Ultra, the University-supported tool for delivering live online sessions.

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4. Microsoft Teams as a Communication Tool

These resources explain how to use Teams to keep in touch with your course team and to meet with individual students.

- Using Teams for online meetings
- Guidance for participants joining a Teams meeting (available as editable download only).

Additional support materials and video guides are available on the Learning and Teaching Academy website www.lta.hw.ac.uk/supporting-student-learning-online.

These cover topics including podcasting, voice-over PowerPoint, screencasting, and use of Turnitin for submission, marking, and feedback.

The site also contains information about webinars and key contacts, should you require additional guidance and reassurance.