GUIDELINES TO CONTINUE TO PROVIDE A LEARNING PROCESS

Following closure of MCAST Institutes in view of COVID-19, several lecturers have already put in motion tasks to keep them in touch with their students whenever possible.

Management and MUT have agreed that College-wide arrangements should be put in place to formalise <u>voluntary contacts</u> between lecturers and students for as long as MCAST remains closed during this pandemic. We are pleased to share the mechanisms to enable lecturers and students to use online facilities.

We are confident that students will use this as an opportunity to further their studies and remain in touch with lecturers.

The following guidelines apply:

Lecturers may use any of the following according to their professional preference as may be relevant to the subject matter or should any lecturer prefer to use other online platforms, they can discuss with their respective Director:

- Classter MIS (for communicating with students – email via Classter)
- MCAST Moodle VLE – for sharing of online material, fora and chats
- Schoology (in case of the Institute for the Creative Arts where migration to Moodle is not yet complete)
- Northumbria University Blackboard VLE (in case of Nursing students)
- Microsoft Teams (through Office 365 Online access) for Live sessions

MUT and MCAST reiterate that this is purely a temporary measure applicable only during the period of closure due to the COVID-19.

If lecturers need any assistance on the above they may contact onlinesupport@mcast.edu.mt OR speak directly to the Directors of Institutes particularly for sharing of knowledge and contacts with students at Levels 2 and 3. Institutes are encouraged to make their own alternative arrangements if any of the preferences above do not meet their needs.

For further details on each tool please refer to appendices below (also available on MCAST website):

Appendix 1 - Classter MIS (for communicating with students – email via Classter)

Classter is to be used for communication with students. This is the easiest way to address the students who are members in any one class.
Lecturers need to go to:
> ➢ My Classes
> ➢ Select the class
> ➢ Click on *Actions*
> ➢ Select *Message to students (via e-mail)*

This procedure will send both a message via Classter as well as an email to the students concerned.

Please copy the link to your Moodle page and paste it in the email so that students can find it easily.

Appendix ii - MCAST Moodle VLE – for sharing of online material, fora and chats

- Lecturer can upload files as usual (similar to uploading assignment files)
- Lecturer can upload a self-recorded audio session (podcast)
- Lecturer can upload a video recording
- Lecturer can create a forum associated with the lesson on a Moodle page for interaction with students (in asynchronous mode – NOT LIVE)
- Lecturer can control forum discussion and participate on the forum by creating an initial forum thread

A simple method to perform each of these tasks is outlined below, given Teacher's access to a module within Moodle.
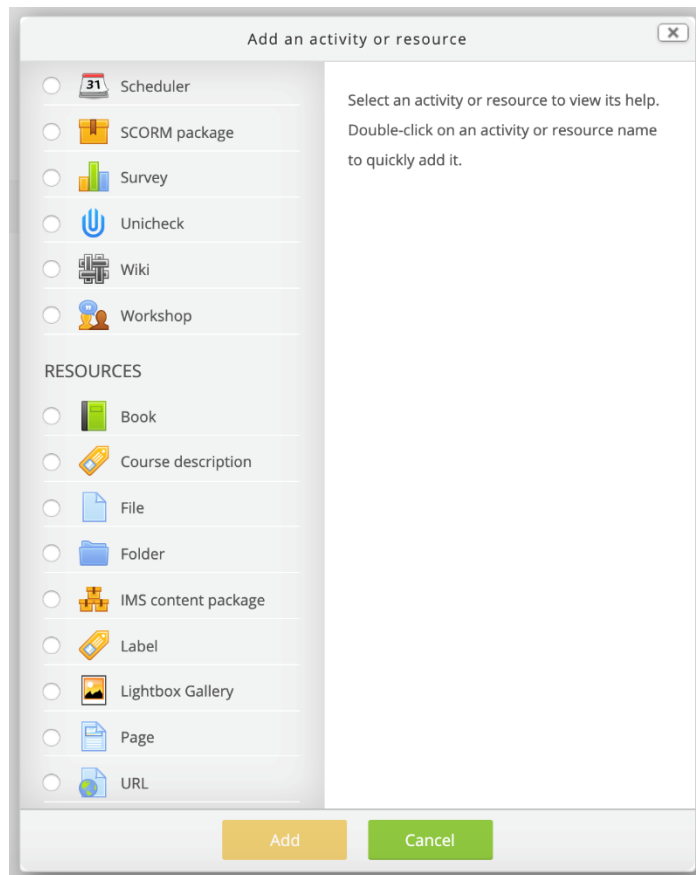
Editing must be turned on from the Moodle page Administration menu on the right.

We can create the following activities
- Upload of an audio file
- Upload of a video file
- Upload of a normal file
- Create of a forum

There are several other resources or activities lecturers may wish to use but the above are the simplest options.
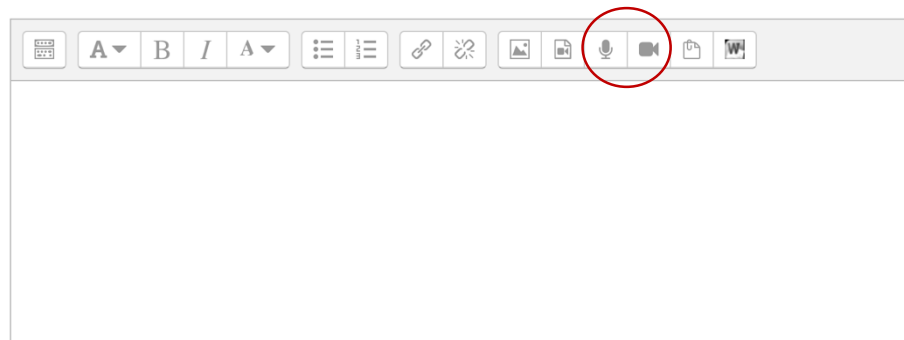
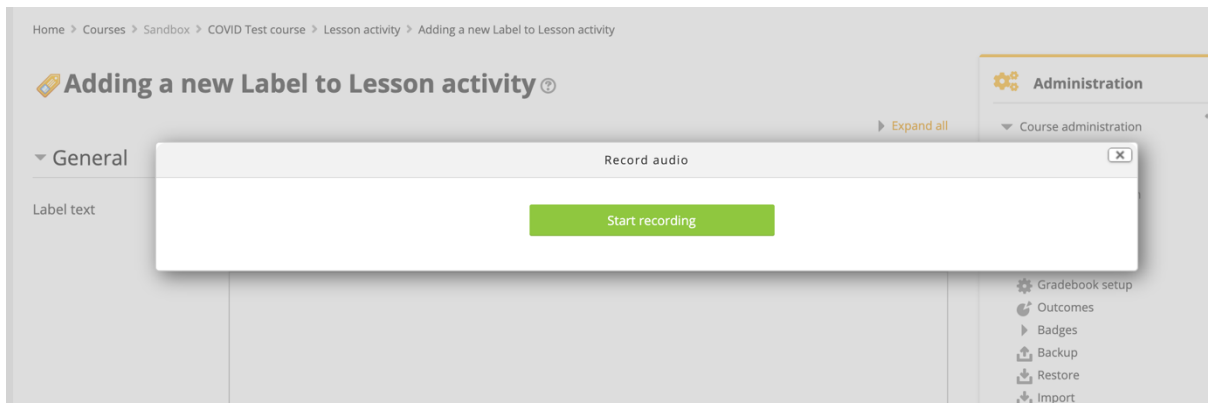To record and upload an audio file, create a label. Select the microphone icon to begin a recording
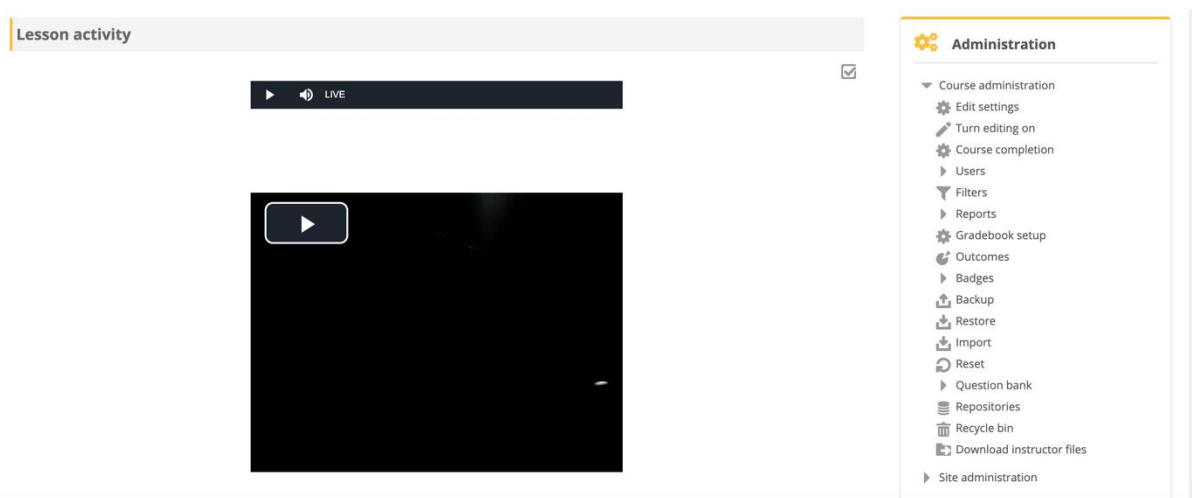
▶ Expand all

▾ General

Label text

The record icon should come up. This will allow the lecturer to choose to record audio or to record a video via webcam (whichever is the preferred option).

🏷️ **Adding a new Label to Lesson activity** ⓘ

▶ Expand all

Administration

▾ Course administration

▾ General

Label text

Record audio ✖

Start recording

Gradebook setup
Outcomes
▸ Badges
Backup
Restore
Import

The multimedia item will be shown on the Moodle page as follows:

Lesson activity

▶ 🔊 LIVE

▶

Administration

▾ Course administration
⚙ Edit settings
✏ Turn editing on
⚙ Course completion
▸ Users
🝙 Filters
▸ Reports
⚙ Gradebook setup
Outcomes
▸ Badges
Backup
Restore
Import
↻ Reset
▸ Question bank
Repositories
Recycle bin
Download instructor files
▸ Site administration

Each snippet can be posted to the Moodle page.

➢ Lecturers can add a general forum or a thread for the topic for students to be able to participate and discuss the topic at hand.

▶

✛ 💬 Lesson on Monday 9th March from 0900 till 0800 ✏   ☑ Edit ▾👤

✚ Add an activity or resource
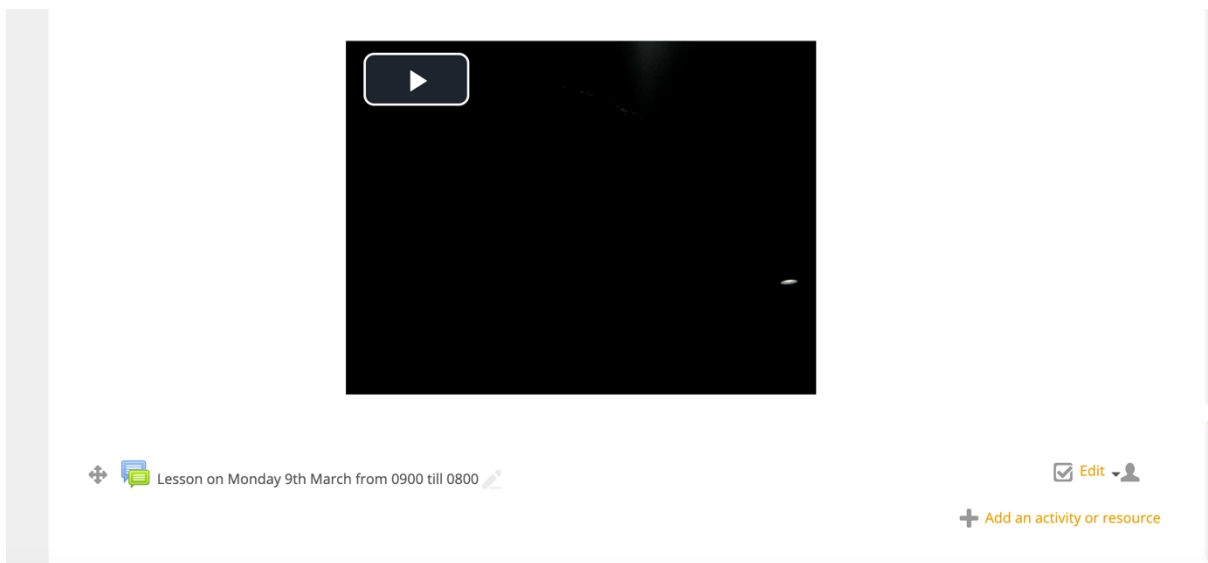
Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

Gerard Said will be notified of new posts in 'Main topic' of 'Lesson on Monday 9th March from 0900 till 0800'

Add a new discussion topic

	Discussion	Started by	Replies	Last post Descending	Created		
☆	Main topic	Gerard Said	0	Gerard Said Mon, 9 Mar 2020, 3:26 PM	Mon, 9 Mar 2020, 3:26 PM	✉	...

➢ Students can be asked to access the Moodle page through an email via Classter sharing the link to the Moodle Page.

Main topic

⚙ Settings   ✉ Subscribed

Display replies in nested form ⇕	Move this discussion to ... ⇕	**Move**

Main topic
by Gerard Said - Monday, 9 March 2020, 3:26 PM

Please comment below regarding the content of the video

Permalink   Edit   Delete   Reply   Export to portfolio

Write your reply...

Submit   **Cancel**

☐ Reply privately

Advanced

➢ Files and content can be uploaded with 'turn editing on' and drag and drop from the computer as per normal procedure.

Appendix iii - Schoology (in case of the Institute for the Creative Arts where migration to Moodle is not yet complete)

Lecturers at ICA can continue using Schoology as was currently being done to-date for non-migrated units.

Appendix iv- Northumbria University Blackboard VLE

Nursing Lecturers can continue using Blackboard for Online Learning as agreed with Northumbria Faculty team.

Appendix v - Microsoft Teams (through Office 365 Online access) for Live sessions

Microsoft Teams is available in our Office 365 accounts. For a tutorial on how to use Microsoft Teams, please refer to this link (https://youtu.be/2zB2jiCxxuQ)
You may deliver lectures in the following ways:
- Through Video Calls
- Through Audio Only with Screensharing (if necessary)
- Through Text

Teams and Meetings
Online lectures are to follow the current timetable slots, so that there are no conflicts.
- Lecturers should create a team for each subject taught
  - Each unit created will have a code generated and you should share this with your students via Classter
  - Students will send a request to enrol themselves as members of the team through the code provided
  - Lecturers need to acknowledge the request in order for the students to become members of the team.

Appendix vi - Other Standing Procedures

Home-based Assignments

These types of assignments are unaffected by the procedures and should follow the normal procedures in place.

Assignment Content Verification

This will follow the normal procedures in place (via Classter)

Student Assignment Submissions

Assignment Submissions should be done through Moodle as per normal procedures.