

25 March 2020

Lecturers' Guidelines Online Learning - Updated

In our regular meeting with the Malta Union of Teachers, the need for students to engage with lecturers' online learning provision has been highlighted. Over this last week, since the temporary closure of MCAST, lecturers have sought to keep their contact with students through the available platforms that the College has offered. One would have expected a higher rate of response from students and therefore the following instructions are being published with the purpose that more students return to their normal routine of learning in response to the commitment that lecturers are showing towards them.

As per agreement with MUT:

- Lecturers are free to choose which platform to use in order to reach their students with online content or delivery.
- All communication with students is to take place via Classter as this is the official means of communication at College-wide level.
- The single entry point to all platforms is on MCAST's web portal under **eLearning** through <https://www.mcast.edu.mt/e-learning/>
- Lecturers are to add the link/s to the respective resource/platform chosen in the Classter message sent to students to make sure that students can easily access the resource.
- It is expected that students engage and contribute to the learning process and with every initiative taken by their respective lecturer.
- Attendance will be taken online via Classter based on student engagement as measured by the lecturer.
- Where the engagement of whatever nature chosen by the lecturer is asynchronous (not based on the timetable) the attendance on Classter is to be recorded as an ad hoc session (not bound to the timetable) – hence lecturers are to use the option on the right-hand side of the attendance session creation screen.
- Timetabled slots shall only be used at the lecturer's discretion for any live sessions. This is being done to avoid overlapping of sessions by different lecturers.

- Extra hour's claims will take place as usual.
- Live Training Webinars and printable walkthroughs will be made available to lecturers in every institute in order to explain how they can use the online platforms available. These will also be recorded and made available via MCAST Moodle for lecturers to see/revisit as required asynchronously.
- It is expected that in the current circumstances in which communication is mainly online, internal communication is to be kept during office hours, i.e. between 08hr00 to 16hr30 Monday to Friday only.
- For our well-being, no emails should be exchanged during weekends and public holidays.