

**Associate Lecturer
Summer Term Handbook
2020**

Introduction

Dear Colleagues

The current Coronavirus Pandemic has required UAL to find alternative modes of delivery in teaching ,learning and assessment while the colleges remain closed and staff and students work from home. As a result LCC along side its partner colleges has been working hard to find solutions to how we work including where possible online distance delivery for students.

In this handbook we have collated information that we hope will help support you in your role as AL during this challenging time, including information for ALs new to UAL.

To ensure you receive up to date information sign up to the LCC Teaching Hub <https://lccteaching.myblog.arts.ac.uk>

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Part 1: What has changed at UAL and LCC

As a result of the Coronavirus Pandemic UAL and LCC have been working hard to ensure staff are able to continue teaching and students can resume their studies and graduate. This has meant a lot of changes to how we work , teach and assess, and for students changes to how they learn. As a result there have been adjustments to teaching and learning, changes to assessment submissions and policy , and alterations to term dates .The following information is a summary of these changes.

Teaching and Learning

Teaching and learning is now being delivered online. This mode of delivery is new to many of us and in this document we will signpost you to the resources, training and support you will need to deliver your teaching online.

The most important website to view is UAL Teaching Online

<https://www.arts.ac.uk/about-ual/teaching-and-learning-exchange/digital-learning/teaching-online#>

as it contains information on:

- **Digital assessment**
- **The recommended core practice for Summer Term**
- **Inclusive online teaching.**
- **Guides for using Moodle and Collaborate Ultra**
- **Dates for training and advice drop-ins.**

This information can also be found on the following pages.

Assessment and Curriculum

To ensure students achieve UAL has made the following changes.

- **Level 4 Assessment** - All remaining unit assessment have moved to pass/fail based on existing or revised assessment tasks.
- **Level 5, 6 and 7 Assessment** - No alterations to existing rules but amendments have been made to adapt to online learning this includes changing submissions from elemental to holistic and converting physical submissions to digital submissions.
- Temporary amendments have been made to some unit learning outcomes to ensure students can achieve.

Time Out and Extenuating Circumstances

- No changes have been made to the Time Out rules; students may not request a time out from study after the start of the Summer Term.
- Students applying for ECs due to the Coronavirus will not be required to provide evidence.
- Neither of these procedures should be used by students to avoid summer term amendments to the delivery of their course as a result of Covid-19.

Term Dates

Due to changes in delivery the Summer Term now ends on the 17th July, this adjustment has been made to allow for academic assessment and administration, including later exam boards. As a result of this change the term dates for 20/21 are as follows:

Autumn Term : HE 19th October to 18th December (Freshers week 19th Oct)

FE 19th October to TBC

Spring Term: HE 11th January to 26th March (There will be no non-teaching week during the 20/21 academic year)

FE TBC

Summer Term: HE 12th April to 18th June

FE TBC

Part 2: Support for Associate Lecturers Preparing for Teaching Online

This is a copy of the email you should have received from your School Dean explaining the support available to you .

You will be aware that much work has been undertaken at the college in the past three weeks to move teaching and learning online next term. This has been a large task requiring a significant amount of work in a short space of time. This preparation will enable us to deliver teaching, learning and support for our students with new, amended modes of delivery and in some cases assessments. As Associate Lecturers you will be involved in delivering in the online environment and I'm writing to outline the staff development and support that's available to help you prepare for teaching online.

Please see the attached document – Teaching Online LCC Essentials. This is a short questionnaire that's designed to flag some of the key areas of the new digital delivery and what you need to do to prepare for them. Please could go through this questionnaire to establish where you may need further information, guidance or have staff development needs. It could be that you need to read Guides to Distance Learning, watch pre-recorded staff development sessions or attend a live staff development sessions.

These sessions are scheduled daily and can be viewed on Canvas via the link below:

<https://canvas.arts.ac.uk/News/71358/update-supporting-learning-online-more-dates-added>

Key information on online learning at UAL can also be accessed on Canvas using the following links:

<https://www.arts.ac.uk/about-ual/teaching-and-learning-exchange/digital-learning/teaching-online#>

https://www.arts.ac.uk/_data/assets/pdf_file/0017/206261/Final-version-Core-Practice.pdf

We will pay you three hours at Basic Rate to engage with the written materials and attend recorded or live sessions. Once you have completed this preparatory work please email Abi Oginni (a.oginni@lcc.arts.ac.uk) with your details, the date you completed the preparatory work and Abi will raise a contract. Please copy your Course Leader into the email.

Part 3: Essential Resources for Teaching Online

The absolute essential information for teaching the Summer Term online can be found on the UAL Teaching Online website. The following information can be found on this site.

<https://www.arts.ac.uk/about-ual/teaching-and-learning-exchange/digital-learning/teaching-online>

Moodle Guides

Getting ready to teach online checklist :how to get your Moodle site ready for online teaching.

Moodle Unit and Course Site Design Guide: how to create and structure course information and unit pages so that your Moodle sites are accessible, mobile-friendly, and easy to navigate.

Example of Core Practice Moodle - a video showing an example Unit level Moodle site.

Moodle Forums Quick Start Guide - how to create a forum activity and how to frame and moderate impactful discussions.

Digital Submission Guidelines - a guide to online tools for different submission types.

Communicating through Moodle - how to stay connected with your students and ensure they feel supported using Moodle announcements, groups and Quickmail.

Managing Emails and Notifications from Moodle - how to manage settings for Moodle messages, announcements and forum notifications and redirect Moodle emails folders in Outlook 365.

Simple Strategies to Support your Students on Moodle - how to make your content more accessible, upload mobile-friendly images, organise learning materials and group course content.

If you require technical support the LCC Digital Learning staff and the new Digital Learning Champions are available to answer your questions on Microsoft Teams. Join the Teaching @ LCC Microsoft Team and post your question in the 'General' or 'Moodle and Collaborate' channels.

Please try to avoid emailing the digital learning staff at this busy time. If your question can't be answered in Microsoft Teams we will contact you.

Collaborate Ultra Guides

Please click on the link below to find the following guides and advice.

<https://www.arts.ac.uk/about-ual/teaching-and-learning-exchange/digital-learning/teaching-online>

Creating a Collaborate Ultra Session - how to create a Collaborate room, assign presenter rights and explore tools.

Collaborate Ultra Quick Start Guide - how to set-up your own webinar room and how to prepare for online teaching.

Checklist for Moderators and Staff - how to prepare yourself, your class and your students for a session.

Collaborate Ultra Welcome Slide - a welcome slide for students joining a session early including: hand-raising, setting status, chat and more.

Collaborate Ultra Quick Start Guide for Recordings - how to record a session, find it in Moodle and use it as a teaching and learning activity.

Collaborate Ultra Troubleshooting Checklist - how to provide solutions for technical issues you may experience.

Creating Inclusive Teaching and Learning

To help ensure that your content and learning environments are inclusive to meet the needs of your students use the following guides. Follow the link.

<https://www.arts.ac.uk/about-ual/teaching-and-learning-exchange/digital-learning/teaching-online>

Making your Moodle content more accessible - a video on using topic titles, alternative descriptions for images, formatting text and when to make content available for students.

Accessibility in Blackboard Collaborate with the Ultra Experience - how to navigate Collaborate Ultra with a screen reader, keyboard or assistive technology.

Captions in Collaborate - how to use the live closed captioning feature during a session.

Creating Accessible Documents - video and text guidance for creating accessible documents in Microsoft Word, PowerPoint, PDF.

Disability Inclusion Toolkit - practical guidance about supporting disabled students at UAL.

Inclusive remote teaching and learning- explore an inclusive and compassionate approach to teaching and learning.

Distance teaching across multiple time zones - how to schedule timed assessments and real-time activities.

Managing tutorials across different levels of internet access - how to plan one-to-one tutorials online.

LCC Teaching Hub

The LCC Teaching Hub is a practice sharing platform. It has been established to support teaching staff by providing a hub for resources, examples of teaching innovations and practice, as well as a space to contribute to and discuss teaching and learning related topics.

The Hub is organised under the following headings

- News
- Teaching and Learning - [Teaching Innovations and Practices*](#)
- Digital Learning - [Teaching Online \(Summer Term\) / Teaching Digitally Series*](#)
- Course Organisation - [LCC Summer Term 2020*](#)
- Curriculum
- Professional Development

* recommended pages

The Hub is updated regularly with news and articles to support you and your teaching during this challenging time. The following articles are examples of just some of the recent posts and were written by colleagues who have experience of teaching online and offer some very helpful advice.

[An Online Survival Guide by Lewis Bush and Paul Lowe](#)

This guide is intended to give new online teachers a sense of some of the possibilities and the challenges that this environment brings.

<https://lccteaching.myblog.arts.ac.uk/an-online-teaching-survival-guide/>

[Online Teaching - A Magazine and Publishing Perspective by Anne Coddington](#)

A few quick suggestions to get you thinking how you might approach online teaching.

<https://lccteaching.myblog.arts.ac.uk/online-teaching-a-magazine-journalism-and-publishing-perspective/>

[From platforms to postcards, what's the pedagogy? by Mark Ingham](#)

Some suggestion to help you think about how to plan and deliver your online courses and resources.

<https://lccteaching.myblog.arts.ac.uk/from-platforms-to-postcards-whats-the-pedagogy/>

These can all be found under Digital Teaching - Teaching Digitally Series

<https://lccteaching.myblog.arts.ac.uk/tag/teachingdigitally/>

If you wish to recommend an article for distribution or would like to suggest content ideas please contact either Adrienne Tulley (a.tulley@lcc.ac.uk) or Matt Lingard (m.lingard@lcc.arts.ac.uk)

Website

<https://lccteaching.myblog.arts.ac.uk>

Part 4: Supporting Students in an Online Learning Environment

Academic Support

Academic Support is available to all UAL students. It is designed to help students develop the skills, knowledge and confidence to progress with their own work by providing extra teaching, activities and resources to help students improve in areas such as:

- Academic language
- Learning approaches
- Reading, thinking, writing
- Research and using the Library
- Making presentations
- Collaboration skills
- Learning from assessment

Academic support are experts in learning development and also know about your subject areas, course structures, as well as other support that is available to students. Academic support have added new resources to support students learning online.

Using Academic Support Online (ASO)

ASO is the best place to get a feel for the scope of academic support for students at UAL. Teaching staff can see:

- The academic support on offer in each college;
- What's on for students locally, and how they access it;
- The UAL-wide workshops programme;
- Guidance materials for students in many formats;
- Information about external online resources such as LinkedIn Learning and Cite Them Right Online;
- Links to other UAL services and resources.

Please encourage your studentst to visit Academic Support Online if they require help.

Website

Academic Support Online

<https://academicsupportonline.arts.ac.uk/user/login?destination=/>

Library Services

Library Services is a university-wide department, providing extensive print and online collections, study spaces for independent and group learning, and staff support to make the most of these resources.

The Library Services webpage links to resources including: Library catalogue including e-resources; Collections and archives; referencing, citation and copyright, including Cite Them Right; libraries outside UAL.

Information for students is available on the Library Services section of the UAL website, or under Library on the MyUAL app. Librarians also contribute to course sites on Moodle.

Web resources:

Library Services web pages

<http://www.arts.ac.uk/study-at-ual/library-services/>

Library catalogue including e-resources

<https://libsearch.arts.ac.uk/>

Collections and archives

<http://www.arts.ac.uk/study-at-ual/library-services/collections-and-archives/>

Referencing, citation and copyright (including Cite Them Right)

<http://www.arts.ac.uk/study-at-ual/library-services/academic-support--research/copyright/>

Student Services

Student Services provide a professional, confidential, and free service to all UAL students. Students still have access to the University's support functions even though they are not physically attending.

All support options, such as the Language Centre and Dyslexia Support are available online. If a student feels that the new structure will require adjustment to their existing ISA, they can discuss it with the Disability team.

If they are experiencing financial difficulty, UAL and LCC will do all they can to alleviate this pressure. Any student in genuine financial hardship should contact the University immediately.

Student Advice Service

<https://canvas.arts.ac.uk/sites/explore/SitePage/45635/student-advice-and-funding>

Staff are money and immigration specialists. They provide guidance on how to fund costs related to studying in the UK, and can assist International students with enquiries about visas and other immigration matters.

Counselling, Health Advice and Chaplaincy Service

<https://canvas.arts.ac.uk/sites/explore/SitePage/45636/counselling-health-advice-and-chaplaincy>

Staff support the health and well-being of students by listening to them and helping them with issues and concerns such as depression, anxiety and illness, and by providing pastoral and spiritual care.

Disability Service

<https://canvas.arts.ac.uk/sites/explore/SitePage/45674/disability-and-dyslexia>

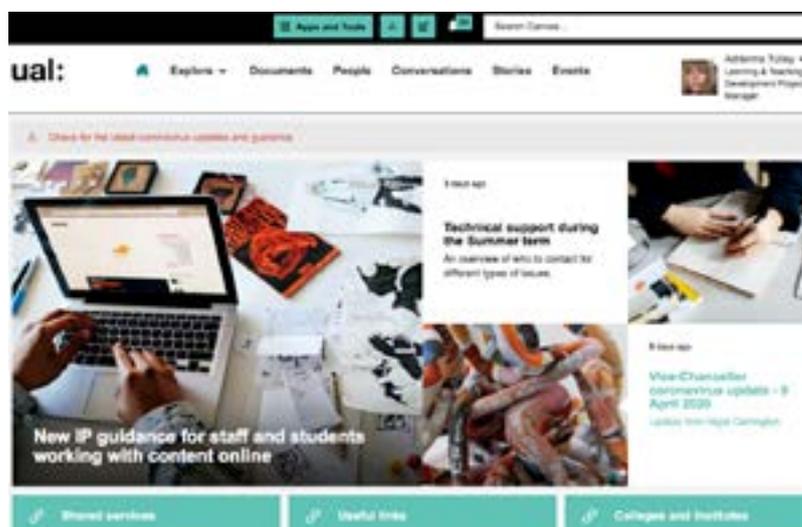
Staff, including dyslexia support tutors, support the University's commitment to inclusion and equality. They aim to remove the barriers that students may face, and support them to work as independently as possible.

Website

<https://canvas.arts.ac.uk/sites/explore/SitePage/45474/student-services>

Part 5: Support for Staff

Canvas is the UAL staff website and provides up to date information on the latest news from both UAL and the constituent colleges.



<https://canvas.arts.ac.uk>

On Canvas you will find access to UAL APPS which include:

ESS - This is where you can access HR information

Moodle - This will provide you with access to your Moodle site

Canvas will also take you to the LCC site where information relating to LCC is posted. On the college page you will find:

Essentials - Which includes staff development

Useful Links - Which includes the information centre

Documents - This includes the LCC staff structure and all new documentation which has been posted on canvas .

LCC staff structure shows the staffing structures of all job families at LCC including each School.

<https://canvas.arts.ac.uk/documents/sppreview/ca560ec9-12bc-467c-bb97-24abc4e4f794>

Part 6: Key College Contacts

Finance and Payroll

Any queries you have regarding pay should be sent to:
payroll.admin@lcc.arts.ac.uk

Accounts Payable/Finance queries:
finance@lcc.arts.ac.uk

Teaching, Learning and Student Experience

Associate Dean of Teaching, Learning & Student Experience:

Jason Copley
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Learning & Teaching Development Project Manager:

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Progression, Attainment and Support

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Academic Coordinator for Careers & Employability:

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Placements Manager:

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Library Services

Learning Resources Manager: Tania Olsson
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If you want to search for someone not on this list you can use the **People Directory** under **UAL APPS**
<https://canvas.arts.ac.uk>

