**Guidelines for online delivery**

**Link for support** [**https://elearning.qmul.ac.uk/announcements/remote-teaching-at-qmul/**](https://elearning.qmul.ac.uk/announcements/remote-teaching-at-qmul/)

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| **Content Delivery** | | **Support Available** |
|  | **Advising** |  |
|  | The advisor role is an on-going commitment which is now, especially during these difficult times, more important than usual. Please be available to give feedback and to hold advice hours online and notify your students about this opportunity and the means of contacting you. | Offer virtual hours via Skype, Zoom, etc.  Please see this link for resources, including online resources  <https://www.welfare.qmul.ac.uk/qm-staff/resources-personal-tutors-and-academic-advisers/>  and  <https://www.qmul.ac.uk/advising/> |
| **1** | **Q Review Recordings - baseline** | **Level 1** |
|  | Direct recording of the lectures available online by   * New recordings are encouraged using Kaltura or Universal capture (go to Software store) * Historic recordings may be used with required permission if necessary | How to Guides & training (see link above)  List of How to Guides |
| **2** | **Asynchronous, Content & Recordings** | **Level 2** |
|  | Slides with voice overs  Webinar recordings  *Uploading slide presentations with accompanying narrations or MP4 files (or equivalent) to QMPlus, together with interactive exercises to drive active student engagement.*  ***Note it is good practice to have an asynchronous version of all course activities to give access to students that might not be able to attend synchronous activities due to barriers such as time zones and access to equipment.*** | How to Guides & training (see link above)  Personal capture (as described in 1) or book recording studio and further help via ELU |
| **3** | **Synchronous, Interactive Webinars** | **Level 3** |
|  | Interactive options, polls, chats, breakout rooms,  *To set up interactive discussion fora / chat rooms / webinars so that students are encouraged to engage with the content online at time when lectures / seminars are timetabled in the relevant weeks*. | TNE webinars (recording available)  Pedagogy guide from TNE staff  QM Academy Webinar Training  Pedagogy guide from QM Academy |
| **4** | **Online assessment** | **Level 4** |
|  | Available options for submitting written work  Multiple Choice  Course work migration online | How to guides (see link above)  Training in assessment to be phased in  Support from joint teams (ELU and QM Academy) |