

Checklist: Readiness to teach online in lockdown

PURPOSE: Are we ready?

AUDIENCE: Teaching staff in all schools

HARDWARE

Do you have the tools below?

Essential

1. Unitec IT - laptop (including working camera, charger, and other cables)
2. Working headset
(Remember, you should take these items home with you every evening)
3. Reliable access to wifi (Speak with your APM if this is an issue)

Useful to have

4. Monitor(s)
5. Chair/desk set up, if possible but acknowledging different home environments.

SOFTWARE

Essential

1. Have you got a Unitec licensed Zoom account? (If not, then Email Sarah skirk@unitec.ac.nz to request one)
2. Have you got remote access to H Drive? [For PC.](#) [For Mac.](#) Other remote access tips can be found [here](#)

Useful to have

3. Are you planning to use Echo360? If yes, find out more about the platform [here](#).
4. Do you have remote access to other software required by your discipline? Ensure your APM has your requirements listed in their Remote Software Access list

ACCESS

1. Change your password at campus before working from home for a long period.
2. Check that you know how to [access PowerBI](#) (for CEPs)

PRACTICE/DELIVERY

Do you have agreed online kaupapa across your programme and school? Consider the questions below. Share best practice ideas from previous lockdowns across your teams. Have a look at some examples from [Moving to remote teaching for Covid19](#) Moodle

Essential as a team

- Do you have a student communication plan (agreed by your team), in line with guidance from the IMT, and consistent across the programme?
- Have you set up time to share and agree on good online learning practice (and upskill staff where necessary)?
e.g. [how to create whanaungatanga online](#)
e.g. agreed [Zoom online etiquette](#)
- Have you assigned accountability/work buddies? e.g. those with online remote teaching experience to work with those new to remote teaching
- Does everyone know how to contact support teams, such as [TPA liaison](#), library, LOP, Learning Advisors, Security, IMS helpdesk, Academic Quality Administrator, TKK?
- Are key documents/texts available from the librarians online?
- Are you updating [SEAtS](#) after each class or at the end of the week?

Recommended as a team

- Note that guidance and approval processes for changes to teaching and assessment during a lockdown will be made available on [this Nest page](#).
- Complete a plan of actions for all assessments in the event of a lockdown. Click [here](#) for some suggestions on manageable assessment alternatives,
- Programmes that have placements/practicum: Do you have a plan in place about contact with industry, regulatory bodies (if applicable), students and how to request extensions to courses if needed?

Talk with your APM's and Head of school about any approval processes. These will vary according to lock down levels.

TRAINING FOR TEACHERS

Immediately

1. Do you need to upskill on [Zoom functionality](#) for teaching?
2. Is your Moodle ready for Day One? [6 steps to check your Moodle is ready](#)
3. Do you know where to find resources that have been trialled and tested in the 2020 lockdown? See Moodle resources below. Talk to your TPA liaison.
 - [Staff Covid 19 Remote Teaching Moodle \(from 2020 lockdowns\)](#)
 - [Blended and Online Learning Moodle](#)

STUDENT READINESS

It will be important to check the following with your students, as soon as possible.

Do students have access to

1. devices with audio and cameras? Is it a shared device? Note that Chromebooks and phones are not the most optimal device for learning on
2. reliable WIFI in their home. Is it capped?

Contact studentsupport@unitec.ac.nz for a Digital Needs Support Request form, if needed.

Will students be able to keep to the current class timetable or will they be impacted by

3. personal working situation?
4. family commitments?

In these cases, refer your students to recorded classes and provide additional opportunities for them to discuss and ask questions.

Have students been prepared to/know how to

1. access learning via [Moodle, Zoom, email?](#)
2. balance study/home expectations, and [seek support](#) if needed?
3. connect with key people and [access Unitec support systems?](#)
4. use [Zoom and tools available](#), such as breakout rooms, chat?
5. understand expectations of [good Zoom etiquette?](#)
6. keep [academic integrity while working online?](#)
7. access the [librarian](#) and resources [online](#)
8. [Access study skills online submit assessments online](#) (if required)?