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| Top Tips for Course Leaders in Preparing for Blended and Physically Distanced Learning  |
| You and your course team survived teaching through ‘lockdown’. What can you do to ensure your team delivers a successfully and engaging learning experience for students in 2020/21?  |
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| Preparing for teaching 2020/21 |
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|  | Prepare for physically distanced classroomsOrganise a course team visit to the rooms you will be teaching in to ascertain layout and implications for teaching and learning: test out teaching scenarios with your team, so that you can support one another in meeting the challenges. |  |  | BuddiesConsider the support needs of students who may be direct entrants or returning from temporary withdrawal – provide them with a buddy if possible. |
|  | Check students have capabilities for online learningPrepare students for working and learning online – check they all have access to adequate devices and internet access and the know-how to log-on and navigate Blackboard and other tools: don’t assume they come with this.  |  |  | Explicit team protocolsAgree protocols for responding to student emails and set up a course BB organisation site or a discussion forum for responding to common issues if possible. |
|  | Build a sense of belongingPlan induction activities that will support students in building peer and staff/student relationships: a sense of belonging to a learning community is crucial. |  |  | IT support buddiesConsider asking students whether they might volunteer as ‘IT support buddies’ to assist those in the class who are less confident with IT over the first semester. |
|  | Be explicit about attendance and engagementSet clear expectations for attendance/engagement and participation, and what being a full-time student involves. |  |  | Develop your Course RepUse your Course Rep – make sure all students know who they are and encourage them to provide feedback on how things are going in modules, and meet with your Course Rep regularly to get an update. |
|  | Consistency matters Agree a course team approach on key matters (eg PAT role, management of assessments and feedback, attendance/engagement monitoring etc). |  |  | Monitor engagement with BBEncourage module leaders to check student engagement with BB – it will tell you a lot about whether the student is actively engaging and learning, or drifting. |