

Learning and Teaching Matters 15 July 2020

Overview from Director, LTC Associate Professor Anthony Whitty

As we prepare for the commencement of semester two, I would like to invite all staff to consider the range of [Teaching online workshops and drop-ins](#) to provide support for your teaching. These 1 hr online workshops offer Q&A opportunities, activities and discussion. The full schedule for July is attached and we look forward to your attendance and participation.

The University's approach to maintaining physical distancing in classrooms is outlined below.

If there are any topics you would like us to update you on, or information you would like clarified, please contact your direct supervisor or your Associate Dean (Learning and Teaching). They will work with myself and the team in LTC to ensure we clarify any concerns or update you on any area of learning and teaching.

Students Return to Campus

The University's approach for maintaining physical distancing for teaching spaces is based on the following:

- Signage across campuses indicating COVIDSafe practices including physical distancing.
- Timetabling has allocated appropriate numbers of students to rooms to accommodate physical distancing, where possible.
- It has been decided not to move furniture in teaching spaces. Staff and students are expected to self-manage their physical distancing.
- These arrangements and facilities are ready for use now and in week 1, semester 2.
- Where physical distancing isn't able to be maintained (in laboratories), staff and students on campuses other than Melbourne are encouraged to use masks. Staff and students are required to provide their own masks.
- Staff and students attending the Melbourne Campus for essential on-campus activities however **must** wear masks when physical distancing of 1.5m cannot be observed. These activities include practical classes, laboratories and clinic consultations. You will need to supply your own mask and arrangements are being made for masks to be sold on each campus from Cafes or Bookstores.
- Protocols have been established for practical units that have been running on campus since May. Contact your Lecturer in Charge if you are scheduled to teach practical units and would like further information.

Associate Deans Learning and Teaching - Contact Details

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Teaching online workshops and drop-ins Schedule for July 2020

The Learning and Teaching Centre is delivering the following range of online workshops and virtual drop-in sessions to provide continuing support for all teaching staff.

Register via Staff Connect <https://staffconnect.acu.edu.au>

Log on to Staff Connect -> go to Talent -> click on Training Programs -> click on Requested Courses -> click the green 'Add' button -> click in the Program box and choose (Learning and Teaching (LAT)) -> press the Search button, the workshops will show under Course -> work through the page numbers at the bottom of the screen to view all workshops -> choose required workshop to view details and 'Apply'.

We will also be running **Virtual drop-in** sessions. There is no need to register for these. For more information about individual sessions and zoom dial in details refer to: [Teaching online workshops and drop-ins](#).

If you have trouble registering, please contact LTC@acu.edu.au

Thursday	16-Jul-20	12:00-1:00	Virtual drop-in	Open question and answer sessions to assist in transitioning from face-to-face to online.
Friday	17-Jul-20	2:00-3:00	Virtual drop-in	Open question and answer sessions to assist in transitioning from face-to-face to online.
Monday	20-Jul-20	10.30 -11.30	Virtual drop-in	Open question and answer sessions to assist in transitioning from face-to-face to online.
Tuesday	21-Jul-20	10:30-11:30	LEO Getting started	This session is for (lecturers/tutors) and will cover how to navigate LEO, manage your profile Preferences and communicate with students and staff.
Wednesday	22-Jul-20	12.30-1.30	Using Zoom (including Polls and Breakouts)	This session will cover the basic set up for Zoom meetings and how to run synchronous teaching sessions including polls and breakout rooms.

Wednesday	23-Jul-20	2:00-3:00	Virtual drop-in	Open question and answer sessions to assist in transitioning from face-to-face to online.
Thursday	23-Jul-20	10:30-11:30	Using Zoom (including Polls and Breakouts)	This session will cover the basic set up for Zoom meetings and how to run synchronous teaching sessions including polls and breakout rooms.
Thursday	23-Jul-20	12:30-1:30	Echo360 Basics	This session will explain what Echo360 is and how you as an academic can use it effectively in your LEO unit.
Thursday	23-Jul-20	2:30-3:30	How to run an interactive online tutorial	Beyond the technical setup for online tutorials, this session will give ways to successfully run an online tutorial with your students.
Friday	24-Jul-20	10:30-11:30	Echo360 Universal Capture	This session will look at Echo360 latest tool for recording lectures or presentations directly from your desktop or home computer.
Friday	24-Jul-20	2:00-3:00	LEO Managing units	This session is for (lecturer-in-charge, national coordinator) This session will cover how to create and roll over units, unit settings, communication and adding teaching staff. (if you are new to ACU, LEO Getting started is a prerequisite)
Monday	27-Jul-20	10:30-11:30	LEO Getting started	This session is for (lecturers/tutors) and will cover how to navigate LEO, manage your profile preferences and communicate with students and staff.
Tuesday	28-Jul-20	10:30-11:30	Virtual drop-in	Open question and answer sessions to assist in transitioning from face-to-face to online.
Tuesday	28-Jul-20	2:30-3:30	LEO Managing units	This session is for (lecturer-in-charge, national coordinator) This session will cover how to create and roll over units, unit settings, communication and adding teaching staff. (if you are new to ACU, LEO Getting started is a prerequisite)
Wednesday	29-Jul-20	10:30-11:30	ACU Unitpulse	This session will explain ACU Unitpulse, a formative feedback tool in LEO that enables the collection of confidential student feedback while a study period is in process.
Thursday	30-Jul-20	12:00-1:00	Virtual drop-in	Open question and answer sessions to assist in transitioning from face-to-face to online.