

12 May 2020

**COMMUNIQUÉ FROM THE OFFICE OF THE DEPUTY VICE-CHANCELLOR:
TEACHING AND LEARNING**

TEACHING AND LEARNING PLAN DURING THE COVID-19 PERIOD – THE DRY-RUN (UPDATE)

Dear Staff and Students

This updated communique serves to provide information about the remote online teaching and learning trial that has become known as the dry-run, and to outline how it will be performed. All staff and students are requested to participate. All modules across all levels will be involved, and the tests will be performed in line with the regular time-table, where applicable.

The dry-run will determine connectivity, functionality and type of device used, test access to system resources through logins, learning materials, and live learning activities, where applicable. The dry-run will also test downloads and uploads by students and staff, and administer monitoring and evaluation questionnaire surveys for students and staff. Most importantly it will provide preparation of students for the various forms of assessments that form part of the remote online teaching and learning plan, so that students will be well informed and prepared for such assessments through assessment practice runs during the dry-run period.

- **Table 1:** Lists some of the activities that will be performed during the period of the dry-run.
- **Table 2:** Shows the management of the dry-run and how it will be devolved.
- **Table 3:** Provides the dates for the start of the dry-run and remote online learning.

For all inquiries please consult your line manager as shown in Table 2.

Table 1: Activities that will be performed during the dry-run

	Purpose	What do academic staff do?	What do students do?
1	Information	Provide information	Download information
2	Modules	Issue online time-table	Access time-table
3	Access	Issue login credentials	Test all logins
4	Surveys	Mount online surveys	Complete the surveys
5	Uploads/downloads	Upload/download	Download/upload
6	Contacts	Contact all your class students	Respond to lecture contacts
7	Communication	Provide batch information	Access information batches
8	Interactive engagement	Engage with individual students	Respond to Lecturer
9	Learning materials	Provide interactive materials	Interact with materials
10	Videos streaming	Upload short video-clips	Download video-clips
11	Learning	Provide learning resources	Self-directed learning

12	Teaching	Direct/instruct learning	Follow/practice/self-assess
13	Mock-assessment*	Upload mock-assessments	Attempt mock-assessments
14	Assessment feedback	Send feedback	Learn/improve as directed
15	Class rep system	Set up "class reps online"	Respond to online system

Table 2: Management of the dry-run is devolved as shown below

	Manager	Coordination	What to ensure
1	VC	DVCTL accounts to VC	Oversight
2	DVCTL	Overall coordinator. Updates VC	Conclude all plans
	CDVC	College oversight. Updates VC	College capacities/ resources
3	CDTL	College coordinator. Updates CDVC and DVCTL	College activities
4	DHOS	School coordinator. Updates CDTL	School activities
5	ALTL	Discipline/ Subject coordinator. Updates DHoS	Discipline/ subject activities
6	Lecturer	Class coordinator. Updates ALTL	Class dry-run activities
7	Class Rep	Class Student Coordinator. Updates SRC. Liaise with Lecturer	Class Student issues

Table 3: Important dates

	Activity	Start	End
1	Dry-run general	18 May	22 May
2	Dry-run – mock assessment*	25 May	5 June
3	Remote online teaching and learning	1 June	End Semester 1

* Please note that mock-assessments will have no impact on marks and grades. They are only for testing the system, technology and academic resources and to prepare students for the real assessments which will be administered a little later according to the assessment plans for each module.

Issued by

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