

16 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 (REMINDER)**

Dear Staff and Students

This communique serves as a reminder on the remote online teaching and learning dry-run from 18 to 22 May 2020, in which all staff and students (at all levels from first-year and inclusive of coursework postgraduate modules, where applicable) will be involved. We are grateful for the valuable participation and inputs of staff and student leaders in the planning.

It is expected that the regular time-table, where applicable, will be used where students are expected to be online at a specific time. During this period connectivity, functionality, type of device used, access to system resources, learning materials downloads and uploads by students and staff, live learning activities, and logins will be tested by staff.

Monitoring and evaluation questionnaire surveys for students and staff will be administered. Links to the surveys will be provided in due course. Informed by the outcomes of the surveys, time will be available for training students and assisting staff on any challenges related to delivery of tuition using online teaching from 25 May 2020. This will allow lecturers to confirm the most realistic types of assessments (e.g. continuous or blended) that will be used. Some of the activities that may be performed and the management during the dry-run, together with the dates are listed in the tables below:

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. Colleges and Schools are encouraged to identify a suitable office to assist in this regard. Participation of all students and staff in the dry-run is anticipated with appreciation. The full plan for the launch of the remote online learning, starting on 1 June 2020, will be published in the week of 18 May 2020. More details on the dry-run and the launch of the online learning at UKZN will be published on <http://utlo.ukzn.ac.za>

**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	Schedule	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

	Accountability	Responsibility	Expectation
1	DVCTL	Senior accounting officer to EMC and Senate	Responsible for all plans
2	DVC	College oversight	Ensure EMC action plan
3	College Dean TL	Efficient coordination of UKZN plan	Director: Monitoring / Evaluation
4	DHoS	School oversight for effective implementation	Monitoring and evaluation
5	Academic Leader TL	Direct assistant to College Dean and DHoS	Efficiency and effectiveness
6	Professor / Lecturer	Direct implementation with operational support	Deliver teaching and assessment activities
7	Class Rep	Enhances communication with Lecturer and updates SRC	Coordinate student's awareness and alert Lecturer on 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 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.

It is not possible to fully express our gratitude to students and staff for work already done and for the collaboration and effort that the UKZN family will make in order to crown the academic year with success.

**Issued by**  
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