

# UWL REPLAY STRATEGY

## Materials to provide:

The following are the materials we need to prepare and provide to staff.

1. Video and document guidance. Some videos are currently available on the Teaching Hub site – [Panopto for Staff – Guidance for Staff](#).
2. Materials should be accessible to users.

## Communications we need to set out:

The following are communication channels we need to set out and use to deliver this message.

1. Communications email on Monday and Friday.
2. Teaching Hub – via posts if approved and setting a featured banner on the homepage.
3. Using named contacts in schools to disseminate the information. This can be a Learning Design Liaison, Quality Lead, or Subject Head.

## Training and support we need to provide to users:

The following are the training and support we need to deliver to users as needed.

1. Mandatory CPD Training sessions – school-based. These should be led by the relevant Learning Technologists for their relevant schools.
  - Mrisho: SCE, SOL, SHSS, and LCM.
  - Mohammed: CNMH, CLBS, and LGCHT.
  - Zarrar: SBMS and LSFMD.
2. Drop-in sessions – these should be offered by the respective Learning Technologists for the relevant schools they support. See point 1 above.
3. Additional support such as helpdesk (emails and calls – 09:00 AM to 17:00 PM) – it is important to take different lunch breaks so we can always have at least people always looking after the helpdesk during the day.

## Ideal timeline to deliver this strategy:

The following is the ideal timeline we propose to deliver this training as required.

Abbreviations used:

- CELT - Centre for Enhancement in Learning and Teaching.
- Comms Team – Communications Team.
- CPD – Continuous Professional Development
- LDL – Learning Design Liaison
- LT – Learning Technologist.
- LTs – Learning Technologists.
- SL – Subject Lead
- QL – Quality Lead

Activity	Date/Time	Who is responsible
<p>Preparing guidance and training to use (videos and documents):</p> <ul style="list-style-type: none"> <li>- Record using Panopto capture.</li> <li>- Set automatic scheduled recordings.</li> <li>- Edit scheduled recordings.</li> <li>- Check scheduled recordings for your module.</li> </ul>	07 April – 13 April	CELT – Learning Technologists
<p>Send out communications to users:</p> <ul style="list-style-type: none"> <li>- Communications email to staff (Comms team).</li> <li>- Posts on Teaching Hub, if approved (CELT - LTs).</li> <li>- Update featured banner on Teaching Hub homepage (CELT – LTs).</li> <li>- In-school communications (Schools - LDL, SH, QL).</li> </ul>	04 April – 15 April	Comms Team or CELT – LT or School named contacts
<p>Deliver mandatory training sessions:</p> <ul style="list-style-type: none"> <li>- Required CPD training for all staff</li> </ul>	19 April – 29 April	CELT – LTs in their respective schools.
<p>Provide on-going support – such as drop-ins and helpdesk</p>	19 April onwards	CELT – LTs in their respective schools.