

## Brunel University London - Learning, Teaching and Assessment Business Continuity

### Maintaining module delivery and engagement using digital tools

Function	Suggested alternatives (and links to guidance)	Technology	Requirements (staff)	Requirements (student)
Lecture	<ul style="list-style-type: none"> <li>• Live stream from office/home</li> <li>• Pre-record from office/home</li> <li>• Reuse existing recorded material</li> </ul> <a href="#">Panopto user guide</a> <a href="#">Download Panopto</a>	<a href="#">Panopto</a>	High speed internet Web-enabled device (PC/laptop/tablet/phone) Microphone Audio playback (webcam optional)	High speed internet Web-enabled device (PC/laptop/tablet/phone)
Seminar	<ul style="list-style-type: none"> <li>• Run a webinar from office/home</li> </ul> <a href="#">Run a webinar from office/home with Collaborate</a> <a href="#">Panopto user guide</a> <a href="#">Download Panopto</a>	Blackboard Collaborate Ultra (access via <a href="#">Blackboard</a> ) All modules have a left hand menu link to this tool.  <a href="#">Panopto</a>	High speed internet Web-enabled device (PC/laptop/tablet/phone) Microphone Audio playback  High speed internet Web-enabled device (PC/laptop/tablet/phone) Microphone Audio playback (Webcam optional)	High speed internet Web-enabled device (PC/laptop/tablet/phone) Microphone Audio playback  High speed internet Web-enabled device (PC/laptop/tablet/phone)
Tutorial	<ul style="list-style-type: none"> <li>• Run a webinar from office/home or hold a video call</li> </ul> <a href="#">Run a webinar from office/home</a> <a href="#">Panopto user guide</a> <a href="#">Download Panopto</a>	Blackboard Collaborate Ultra (access via <a href="#">Blackboard</a> )  <a href="#">Panopto</a>	High speed internet Web-enabled device (PC/laptop/tablet/phone) Microphone Audio playback  High speed internet Web-enabled device	High speed internet Web-enabled device (PC/laptop/tablet/phone) Microphone Audio playback  High speed internet Web-enabled device (PC/laptop/tablet/phone)

			(PC/laptop/tablet/phone) Microphone Audio playback (Webcam optional)	
Distribution of lecture materials	<a href="#">Add files and other resources to the VLE</a>	<a href="#">Blackboard</a>	Internet connection PC/Laptop	Internet connection Web-enabled device (PC/laptop/tablet/phone)
Submission of assessments	Guides: How to submit coursework on <a href="#">WISEflow – student help page</a> :  (staff: please make students aware of <a href="#">WISEflow help site</a> for students as well as our WISEflow help email address: <a href="mailto:WISEflowhelp@brunel.ac.uk">WISEflowhelp@brunel.ac.uk</a> )  Contact TPO office for help setting up WISEflow assignments	<a href="#">WISEflow</a>	Internet connection PC/Laptop	Internet connection PC/Laptop
Marking and feedback	<a href="#">WISEflow markers (assessors) PDF guide</a> <a href="#">WISEflow moderators (reviewers) PDF guide</a> <a href="#">WISEflow markers (assessors) and moderators (reviewers) tutorial videos</a> <a href="#">WISEflow external examiners help guide</a>	<a href="#">WISEflow</a>	Internet connection PC/Laptop	Internet connection PC/Laptop
Formative assessments	<a href="#">Add assignments to the VLE</a> <a href="#">Use Blackboard Journal tool</a> <a href="#">Use Blackboard Test tool</a> <a href="#">How to author tests in WISEflow</a>	<a href="#">WISEflow/Blackboard</a>	Internet connection PC/Laptop	Internet connection PC/Laptop

Collaboration and group discussion	<a href="#">Add discussion forums to modules within the VLE</a>	<a href="#">Blackboard</a>	Internet connection PC/Laptop	Internet connection Web-enabled device (PC/laptop/tablet/phone)
Additional learning resources	<p>Consider the use of multimedia such as <a href="#">Box of Broadcasts</a> and <a href="#">Medial</a>.</p> <p>Consider the use of electronic resources in the Library such as <a href="#">E-resources</a> and <a href="#">E-journals</a>.</p> <p><a href="#">General WISEflow help for staff</a>  <a href="#">General WISEflow help for students</a></p>	Various	Internet connection PC/Laptop	Internet connection Web-enabled device (PC/laptop/tablet/phone)
Module-related communications	Use module <a href="#">announcements</a> to post messages and updates	<a href="#">Blackboard</a>	Internet connection PC/Laptop	Internet connection Web-enabled device (PC/laptop/tablet/phone)

### Considerations

- Ensure your Blackboard module pages are up to date.
- Consider the overall accessibility of any documents or resources being shared. You can use Ally to help with this.
- Manage student expectations by telling them how you intend to use any of the tools, systems or resources noted above.

### Support for staff

- [The Digital Education Team](#) will be able to provide support and advice on any of the tools, systems or resources noted in this document.
- You can contact the Digital Education Team via their communal email address: [itt@brunel.ac.uk](mailto:itt@brunel.ac.uk) and [WISEflowhelp@brunel.ac.uk](mailto:WISEflowhelp@brunel.ac.uk).

### Support for students

For any technical issues, students can contact the IT helpdesk via email: [Computing-Support@brunel.ac.uk](mailto:Computing-Support@brunel.ac.uk)

For information on getting best out of our Digital Education tool, students can be directed to the following resources: [Blackboard](#)