# **January 2025 - Teaching Preparation Checklist** **for Teaching Staff/Module Leaders**

1. Check Pegasus for disabled student information, including recommended adjustments to teaching, learning and assessment.
2. Advise staff (i.e. GTAs) who teach students and who do not have access to Pegasus on how to implement recommended adjustments for students they teach and/or assess.
3. Ensure that the anticipatory needs of all students are considered at each stage of teaching preparation and delivery. Please liaise with your Departmental Disability Coordinator and the Disability and Wellbeing Service as required to seek advice and/or to implement recommended adjustments.
4. If relevant to your role, ensure all student curriculum choices are approved if appropriate.
5. Consider any arrangements that should be made for the use of AI within assessments as a Department approach. See [guidance and resources on generative AI in learning, teaching, and assessment at Strathclyde.](https://strath.sharepoint.com/sites/qeat/SitePages/Generative-AI-in-Learning,-Teaching,-and-Assessment-at-Strathclyde.aspx?csf=1&web=1&e=aKH8EC&cidOR=SPO&xsdata=MDV8MDJ8bmF0YWxpYS5nYXNpb3Jla0BzdHJhdGguYWMudWt8YjBlMWJmNzMwZTRkNDViMTJhMjEwOGRjZjc1NGNiNjJ8NjMxZTA3NjMxNTMzNDdlYmE1Y2QwNDU3YmVlNTk0NGV8MHwwfDYzODY1NzE5MDc2OTM4MzQ3NXxVbmtub3dufFRXRnBiR1pzYjNkOGV5SldJam9pTUM0d0xqQXdNREFpTENKUUlqb2lWMmx1TXpJaUxDSkJUaUk2SWsxaGFXd2lMQ0pYVkNJNk1uMD18MHx8fA%3D%3D&sdata=WlptL1NKUTR3UVJEWE0vVit3Nk5GOVB0RzF5M3Q2aWhhdW1IVFUzOHFlVT0%3D&CT=1730195923632&OR=OWA-NT-Mail&CID=1fc64774-ea81-e673-c9fe-3dc486a03188&clickParams=eyJYLUFwcE5hbWUiOiJNaWNyb3NvZnQgT3V0bG9vayBXZWIgQXBwIiwiWC1BcHBWZXJzaW9uIjoiMjAyNDEwMTgwMDQuMTciLCJPUyI6IldpbmRvd3MgMTAifQ%3D%3D)
6. Browse [Micro CPD](https://strath.sharepoint.com/sites/LandTDev/SitePages/Micro-CPD.aspx?OR=Teams-HL&CT=1692351896367&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzA3MDMwNzM0NiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) articles for bite-sized learning on areas such as learning and teaching practices and tools to support learning and teaching.

### **Teaching Room Preparation**

1. Ahead of teaching delivery, undertake **final checks on room booking allocations for** [all on-campus teaching activities](https://www.strath.ac.uk/professionalservices/timetables/). This should include checks to ensure that the allocated rooms support teaching requirements in relation to furniture, facilities and layout. **Liaise with your Departmental Timetabling Coordinator (DTC) regarding any essential late changes** required.
2. For **information on in-room AV/IT facilities, room capacities and room layouts** for allocated teaching rooms/spaces, please use the [IS AV Facility Search](http://www.learningservices.strath.ac.uk/avfacilities/advancedsearch.asp).
3. **There have been changes in the number and location of some teaching rooms** e.g. University Centre is no longer available as a teaching venue. **Consider visiting allocated teaching rooms** and familiarise self with AV/IT facilities, furniture and room layout ahead of teaching delivery.
4. If the **allocated room facilities do not support the way in which you wish to deliver teaching**, please contact [roombookings@strath.ac.uk](mailto:roombookings@strath.ac.uk).
   * **If you need to report a teaching room AV/IT issue or discuss AV/IT projects and technologies**, email [ls-roomsupport@strath.ac.uk](mailto:ls-roomsupport@strath.ac.uk) or call x5999 (0141 548 5999). Faults can also be reported via the [online form](https://www.strath.ac.uk/studywithus/ourcampus/whatsoncampus/it/hiringservice/technologyissuereporting/). Feedback on learning spaces is also welcomed by the team.
   * I**f you need to report an issue with the fabric of the teaching room** (e.g. lighting, furniture etc.) email Estates Helpdesk [estates.helpdesk@strath.ac.uk](mailto:estates.helpdesk@strath.ac.uk) or call x2164 (0141 548 2164).
5. If you need to request **any specialist equipment, you should do this in advance.**
6. **If you** **plan to use the Bring Your Own Device (BYOD) wireless presentation tool** (provided by Mersive (Solstice)), please check the [IS AV Facility Search](http://www.learningservices.strath.ac.uk/avfacilities/advancedsearch.asp) to ensure the teaching room has this capability. For information on how to connect to BYOD, please view the [BYOD: Mersive Solstice Connect video](https://strath.sharepoint.com/sites/ClassicStream/_layouts/15/stream.aspx?UniqueId=d9f49e2b%2D52b2%2D5b3e%2D437e%2Df0b8368d7149&Translate=false&referrer=StreamWebApp%2EWeb&referrerScenario=AddressBarCopied%2Eview%2E4e83900b%2De413%2D4185%2D974a%2D6720b3f8e8ec) and the associated [BYOD: Mersive Solstice User Guide video](https://strath.sharepoint.com/sites/ClassicStream/_layouts/15/stream.aspx?UniqueId=8e200c4d%2Da1d8%2D5a0f%2D3cc9%2Da3ea01176f54&Translate=false&referrer=StreamWebApp%2EWeb&referrerScenario=AddressBarCopied%2Eview%2E2346cf1c%2Dfd8e%2D4c97%2Da5f5%2D1317c0366596). Alternatively, please contact Learning Spaces support to arrange a group or individual training session as required.

### **On-the-day Teaching Room Advice**

1. Make sure your **laptop and/or device is** [connected to the Wi-Fi network eduroam](https://www.strath.ac.uk/professionalservices/it/wifi/).
2. **All learning spaces have HDMI connectivity**. If **using a Mac, please bring the relevant adaptor**.
3. If you plug your laptop into the cable and the **laptop is not showing on the display screen**, to access presentation display mode, **press the Windows logo key + P key**. Select “Duplicate” to present the same image on your laptop screen and on the display screen.
4. **If you need to report a teaching room AV/IT issue**, email [ls-roomsupport@strath.ac.uk](mailto:ls-roomsupport@strath.ac.uk) or call x5999 (0141 548 5999). Faults can also be reported via the [online form](https://www.strath.ac.uk/studywithus/ourcampus/whatsoncampus/it/hiringservice/technologyissuereporting/). Feedback on learning spaces is also welcomed by the team.
5. I**f you need to report an issue with the fabric of the teaching room** (e.g. lighting, furniture etc.) email Estates Helpdesk [estates.helpdesk@strath.ac.uk](mailto:estates.helpdesk@strath.ac.uk) or call x2164 (0141 548 2164).
6. To **use the Bring Your Own Device (BYOD) wireless presentation tool** (provided by Mersive (Solstice)), please follow the guidance outlined in the [BYOD: Mersive Solstice Connect video](https://strath.sharepoint.com/sites/ClassicStream/_layouts/15/stream.aspx?UniqueId=d9f49e2b%2D52b2%2D5b3e%2D437e%2Df0b8368d7149&Translate=false&referrer=StreamWebApp%2EWeb&referrerScenario=AddressBarCopied%2Eview%2E4e83900b%2De413%2D4185%2D974a%2D6720b3f8e8ec) and the associated [BYOD: Mersive Solstice User Guide video](https://strath.sharepoint.com/sites/ClassicStream/_layouts/15/stream.aspx?UniqueId=8e200c4d%2Da1d8%2D5a0f%2D3cc9%2Da3ea01176f54&Translate=false&referrer=StreamWebApp%2EWeb&referrerScenario=AddressBarCopied%2Eview%2E2346cf1c%2Dfd8e%2D4c97%2Da5f5%2D1317c0366596).
7. **If you require to connect to Zoom or Teams in teaching rooms**, please view the [“how to” videos](https://www.strath.ac.uk/professionalservices/it/use/learningspacesupport/how-tovideos/) and the [Zoom Staff Support documentation](https://support.myplace.strath.ac.uk/display/MS/Zoom). If you wish to use the hybrid technology available within some of our teaching rooms, make sure you discuss your plans with your faculty’s Strathclyde Online Learning Committee representative and the VDA, to ensure your usage is in keeping with the approved pedagogy and delivery of the module.

### **Student Communications and Representation**

1. Inform students of **key** **programme/module communication channels** (e.g. Myplace notices).
2. Confirm to students any **information associated with programme timetable release and related curriculum choice timetabling information** including designated timeframes to confirm curriculum choices (e.g. 2 weeks).
3. Inform students of [Library](https://www.strath.ac.uk/professionalservices/library/) training, support and resources, including [Library tours](https://www.strath.ac.uk/professionalservices/library/visitthelibrary/librarytours/) (virtual and in-person) and induction sessions (for new cohorts), [subject guides](https://guides.lib.strath.ac.uk/?b=g&d=a) and [training sessions](https://strath-ac.libcal.com/calendar/LibraryTraining?cid=8613&t=g&d=0000-00-00&cal=8613&inc=0) (e.g. referencing skills and software).
4. Remind students of **student support and wellbeing services:**

a) [Learner Development Services](https://www.strath.ac.uk/studywithus/strathlife/academicsupport/)work with students and staff to support useful learning and research

excellence. They do this through one-to-one consultations, classroom-based activities, drop-in

tutorials, and online resources. They offer advice on a range of academic practices, including:

mathematics and statistics; writing for assessments and research; organisation and time

management; reading and notetaking; critical analysis and evaluation, and exam preparation and

performance.

* + - Students can book an appointment [here](https://strath-ac.libcal.com/appointments#s-lc-public-ptt) or by emailing [learner-development@strath.ac.uk](mailto:learner-development@strath.ac.uk).
    - The Learner Development Centre is located on Level 4 of the Mary Dunn Wing in the Learning and Teaching Building and there are resources available on the Learner Development Services MyPlace class.

b) The [Disability and Wellbeing Service](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/) offer a broad range of support to students with any disability,

mental health and wellbeing related needs, including 1-1 disability needs assessments and mental health assessments, general health support, 1-1 counselling and assistance with adjustments for learning, teaching and assessment.

* + - The Service can be contacted by students and staff by phoning (Tel. 0141 548 3402) or by emailing ([disability-wellbeing@strath.ac.uk](mailto:disability-wellbeing@strath.ac.uk)). Appointments are available Monday – Thursday 9am to 8pm and Friday 9am to 5pm. For students presenting with wellbeing and mental health concerns, same day appointments are available.
    - The Service is located on Level 4 of the Mary Dunn Wing in the Learning and Teaching Building.
    - [For out of hours support](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/mentalhealthwellbeingsupport/spectrumlife/), a digital and telephone mental health support programme can be accessed by all students 24/7, 365 days, through our partnership with [Spectrum Life](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/mentalhealthwellbeingsupport/spectrumlife/).
    - Students can access support from the [Rape Crisis Student Support Service](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/rapecrisisstudentsupportservice/).

c) The [**Funding and Financial Support Team**](https://www.strath.ac.uk/professionalservices/studentexperience/fundingfinancialsupportteam/) at the University of Strathclyde offers advice on funding entitlements and financial support for students. They serve as the main point of contact for UK funding bodies, including SAAS, Student Finance England, Wales, and Northern Ireland. The team administers various financial support funds to assist students in need, such as the Discretionary and Childcare funds, as well as an international students support fund.

d) [International Student Support Team](https://www.strath.ac.uk/studywithus/internationalstudents/whileyourehere/internationalstudentsupportteam/) can offer guidance and support for settling into life in

Glasgow. They offer advice via email and one-to-one in-person or Teams appointments. There is also a [comprehensive Arrivals webpage](https://www.strath.ac.uk/studywithus/internationalstudents/beforeyouarrive/internationalarrivalsupport/), and guided Campus Welcome Tours are available for all new international students. From 13th – 24th January 2025, the International Student Support Team can be found in the Student Experience Welcome Hub, located on Level 4 of the Learning and Teaching Building.

e) Look out for more information about Student Support services on MyPlace and University social

media.

f) [Safe360](https://www.strath.ac.uk/whystrathclyde/safe360/) means **incorporating safety in every area of University life**. Students can:

* Report any form of abuse, harassment, discrimination or hate via [Report & Support](https://www.strath.ac.uk/whystrathclyde/safe360/reportsupport/) and receive support from our First Responder Network
* Report [Gender-based Violence](https://www.strath.ac.uk/whystrathclyde/safe360/gender-basedviolence/)
* Apply to use [Strathclyde SOS](https://www.strath.ac.uk/whystrathclyde/safe360/strathclydesos/) - personal alarm protection delivered through a student’s smartphone, 24 hours a day, 7 days a week.
* Access support from the [Rape Crisis Student Support Service](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/rapecrisisstudentsupportservice/)
* Please note: all new undergraduate and postgraduate students are required [to undertake modules in Equality, Diversity and Inclusion (EDI) and in Gender-based Violence](https://www.strath.ac.uk/professionalservices/accessequalityinclusionservice/equalitydiversity/coursesstudentsstaff/studentcourses/) as a mandatory part of registration. Students who completed the full modules in their first year of study will undertake a short, 15-minute refresher course as part of the registration process.

g) Raise awareness of [Support for English for Academic Study (SEAS)](https://www.strath.ac.uk/studywithus/englishlanguageteaching/supportforenglishforacademicstudyseas/) - **online, asynchronous, self-**

**study only support for academic English** which any student can utilise alongside their main degree studies. This is intended to complement the live teaching support available through [ELT In-sessional](https://www.strath.ac.uk/studywithus/englishlanguageteaching/in-sessionalgeneralenglishandenglishforacademicpurposes2024-2025/), which is provided for international students only. [SEAS is available via Myplace](https://classes.myplace.strath.ac.uk/course/view.php?id=27186), offering targeted support for students to develop academic English skills.

1. Remind students of the **registration processes for new students** (i.e. all students can now fully register online, the Student Loan Company now accept registration as proof of attendance). The digital student card, available via the Mobile App, is now considered the primary form of student ID and the physical card is supplementary. [Physical student cards](https://www.strath.ac.uk/studywithus/registration/studentcard/) can still be requested by students should they require one. Students can make an appointment and physical student cards can be collected from the Learning and Teaching building. Digital student cards will be available via the Mobile App.
2. [Consent to contact](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/mentalhealthwellbeingsupport/consenttocontact/emergencywellbeingcontactprocedureguidance/) – inform students that **during the registration process each year, they will be asked provide additional details of a trusted individual to be their ‘wellbeing contact’**. This is part of the University’s commitment to supporting student mental health and wellbeing. If a student opts in, this will allow the University to contact that trusted individual if there are serious concerns about the student’s wellbeing. Further information is available in the [Emergency and Wellbeing Contact Procedure and Guidance](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/mentalhealthwellbeingsupport/consenttocontact/emergencywellbeingcontactprocedureguidance/).
3. Remind students of **staff office hours** for individual modules and programmes.
4. **Encourage students to apply as programme/module student representatives** and/or communicate confirmed student reps ([Strath Reps](https://www.strathunion.com/voice/studentreps/)).
5. Raise awareness of Strathclyde Student Voice – our [institutional student surveys](https://www.strath.ac.uk/professionalservices/educationenhancement/studentsurveys/) **- i.e. the** [**Welcome to Strathclyde survey**](https://www.strath.ac.uk/professionalservices/educationenhancement/educationinsight/welcometostrathclydesurvey/) **run for all new students in October and January**, the [NSS](https://www.strath.ac.uk/professionalservices/educationenhancement/educationinsight/nationalstudentsurveynss/), [PTES](https://www.strath.ac.uk/professionalservices/educationenhancement/educationinsight/postgraduatetaughtexperiencesurveyptes/) and [Strath Voice – Undergraduate](https://www.strath.ac.uk/professionalservices/educationenhancement/educationinsight/strathvoice-undergraduate/) in Semester 2 and [student module evaluation](https://www.strath.ac.uk/professionalservices/educationenhancement/educationinsight/moduleevaluation/) throughout the year. Refer to students making a difference and the [changes that we make as a result of listening](https://www.strath.ac.uk/professionalservices/educationenhancement/studentsurveys/yousaidwedid/).

### **Assessment Preparation**

1. **Consider assessment practices** with awareness of students who require reasonable adjustments to their assessments. **Configure assessments and schedule** within the context of the [University’s Assessment and Feedback Policy, procedures and guidelines](https://www.strath.ac.uk/staff/policies/academic/).
2. **Set assignment schedule and due dates** within parameters (see [policy and procedure for late submission of coursework](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Procedure_for_late_submission_of_coursework_-_published.pdf)) and **provide student visibility of these and marks return deadlines** **within Myplace**.
3. **Review module roles and responsibilities and update as appropriate (e.g. Lecturer, Organisers, Class Administrators, etc.).** Roles can be updated via Pegasus or Myplace dependent upon the role presently held. [Further information](https://universityofstrathclyde.atlassian.net/wiki/spaces/MS/pages/7274612/Roles) on formal and informal roles is available.

### **Myplace Preparation**

1. **Prepare Myplace for new cohort**:

* Refer to the [Myplace Staff Support Homepage](https://universityofstrathclyde.atlassian.net/wiki/spaces/MS/overview) for Myplace guidance and resources. News and updates are available from the [Education Technology Hub](https://strath.sharepoint.com/sites/edtech).
* Consider attending [Getting Started with Myplace](https://bookings.strath.ac.uk/Home/Course/386) and sessions from the Myplace STEP portfolio including [STEP online Myplace Gradebook training](https://bookings.strath.ac.uk/Home/Course/5569) and [Myplace Groups and Groupings](https://bookings.strath.ac.uk/Home/Course/1185).
  1. [Myplace rollover explained](https://universityofstrathclyde.atlassian.net/wiki/spaces/MS/pages/7277541/Rollover+Explained) – **check site has rolled over as expected well in advance of the beginning of the new academic year.**
  2. Archive resources and tools no longer in use (e.g. extra assignments).
  3. Check content and links, including [reading lists](https://guides.lib.strath.ac.uk/readinglists) and update as appropriate. Teaching staff may also wish to refer to the [Library Digitisation Service](https://www.strath.ac.uk/professionalservices/informationservices/libraryithelp/in-depthhelpguides/digitisationservice/) (for materials to be scanned for upload to Myplace e.g. journal articles/book chapters etc.), the [Library Guide on locating images for teaching](https://guides.lib.strath.ac.uk/images) and the [Library Guide on using AudioVisual Resources for teaching](https://guides.lib.strath.ac.uk/audiovisual).
  4. Check media and video resources (e.g. link and embed any new resources to the [Learning and Teaching Video Repository](https://strath.sharepoint.com/sites/ltvideo) instead of uploading directly to Myplace).
  5. Check [Tips for creating accessible content](https://strath.sharepoint.com/sites/IS_DigitalAccessibility285/SitePages/Digital-Accessibility-Tips.aspx).
  6. Check and set up gradebook to match assessment requirements.
  7. Update assessment submission information, dates and assignment settings.
  8. Review process for embargoing grades and set grade visibility or release or hide grade items as needed.
  9. Check and set up restrictions, groups (dividing cohort) and groupings (setting up different groups for different purposes).
  10. Check activity completions settings (e.g. Is activity completion in use? Switch off if not required)
  11. Check module codes/cohorts are correct.
  12. Review/set-up module evaluation - choose the frequency and timing of evaluations for individual modules in accordance with the [module evaluation schedule](https://classes.myplace.strath.ac.uk/course/view.php?id=23796). Please note: module evaluation settings can only be updated by those assigned the Pegasus role of Module Organiser: Class Instance or Module Administrator: Class Instance.
  13. Identify who else may need access to module (e.g. module tutors/postgraduate teaching assistants, external examiners).

### **Myplace Final Preparation (for Consolidation and Development Week)**

1. Finalise module for release to students, refer to [Myplace Staff Support Homepage](https://universityofstrathclyde.atlassian.net/wiki/spaces/MS/overview) for guidance.
2. Use the [Quick Settings “Class Open](https://universityofstrathclyde.atlassian.net/wiki/spaces/MS/pages/7275459/Quick+Settings+Block+Explained)” function to make the module available to students. Reveal activities and resources as appropriate.
3. Post welcome note to students using Notices and/or Discussion forum announcement, inclusive of:
   * 1. An introduction to the module, learning environment, teaching and learning approach and staff contacts for teaching and support,
     2. Remind students of support contacts and process (teaching member of staff is first point of contact for Myplace support)
     3. Highlight academic policies (e.g. examinations, course work, late submissions, extensions)
4. Review any reasonable and other adjustments (e.g. those that are notified by the Disability Service and those related to the [University’s Policy for Flexible Learning Arrangements](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_for_Flexible_Learning_Arrangements_to_Senate_-_June_2020.pdf)) for students and apply as appropriate.