

Remote Teaching

Situation on 18 March, 16.00 hours

After a week with no teaching or assessment, remote teaching and assessment will begin on Monday 23 March. All members of teaching staff are currently working extremely hard on the preparations for this.

To provide central support and to establish a framework for delivery of remote teaching and assessment in the remainder of period 3 and in period 4, on 14 March a Remote Teaching Project Team was created, comprising Michel Leenders, Koen Caminada and Bart de Smit.

The Project Team is currently working on five points:

1. Creating a **website** with tools and tips. This is now live, at <https://www.universiteitleiden.nl/remoteteaching>, and improvements and additions will be made on a daily basis.
2. Setting up **support teams**. There is a central support team, headed by Michelle Olmstead, which can be contacted at c4iremoteteaching@sea.leidnuniv.nl, while the ISSC helpdesk provides support via 8888 and its portal. Since 17 March, support and coordination have also been offered by the support teams within the faculties; the following people have been designated as coordinators for the teams:
FGGA: Emre Sener e.sener@fgga.leidenuniv.nl
Faculty of Science: Jesse Bruins j.s.bruins@science.leidenuniv.nl
Faculty of Humanities: Ferdinand Harmsen f.a.z.harmsen@hum.leidenuniv.nl
Faculty of Archaeology: Wouter Kool w.kool@arch.leidenuniv.nl
Leiden Law School: Jeroen Leijen j.j.leijen@law.leidenuniv.nl
Faculty of Social & Behavioural Sciences: Judith Vels j.vels@fsw.leidenuniv.nl
Graduate School of Teaching (ICLON): Karel Roos KRooos@ICLON.leidenuniv.nl
These coordinators are managed by the Vice-Deans, and they are directly linked with the central support team. All of the support teams will become better equipped to do their work with each passing day. The central support team will give webinars twice a day.
3. Organising central **communication**. The staff website now has a separate page/tile for Remote Teaching. All central communication will take place via this page, which will be specifically brought to the attention of staff in the newsletter, and they will be asked to regularly check here for updates themselves. The formal framework for Remote Teaching and Assessment was adopted today by the Central Crisis Team. Students will be informed in the update of 19 March 9.00 hours that teaching and assessment will be resumed on Monday 23 March.
4. **Physical locations** for giving online lectures and tutorials. Online lectures can be given in the rooms that are currently used and timetabled for them. Tutorials will mainly be given from home, e.g. with the new Kaltura Live Room package, which can be used for interactive teaching. Teachers can receive support with this. Allocation of the physical locations will be agreed between the faculty coordinators and the University Services Department (UFB).
5. Establishing the **formal framework**. Basic principles for this were determined by the Teaching Consultation (OWB) and formally adopted by the Central Crisis Team on 18 March.