

**CHECKLIST FOR TEACHING ASSISTANTS IN PLANNING FOR BLENDED APPROACH TO TEACHING,
LEARNING AND ASSESSMENT**

This checklist provides signposting to the key tasks involved in the delivery, assessment and supporting student learning for the academic year 20/21 and is designed to complement the [Guidelines for preparing teaching and learning](#). It is not intended to be a 'one fits all' more so a set of guidelines to recognize the variations across the modules and identifies important common areas of addressing by relevant personnel.

What do I do?	When do I do it?	Who is involved?	Useful resources
Personal reflection for online delivery <ul style="list-style-type: none"> ✓ What tools and platforms am I comfortable using? ✓ What tools and platforms do I need to learn more about/get training in?] ✓ What tools and platforms is being used by the Module Leader? ✓ Understand my role in online delivery and assessment and clarification of same with module leader 	Ongoing	Module Leader Teaching Assistant	Learning Technology Forum
Who are my students? <ul style="list-style-type: none"> ✓ Do all students have access to technology/broadband? ✓ Are there LENS reports to be considered? 	Early Sept	Module Leader Teaching Assistant	Learning online Student resources Accessible Education & Accessible resources
Use the Virtual Learning Platform Site <ul style="list-style-type: none"> ✓ Ensure that I am familiar with the programme and module Sulis/Moodle site ✓ Include the following details in an accessible format on the home page: <ul style="list-style-type: none"> - TA contact details - Office hours (virtual) - Copy of Module outline - Schedule of delivery approach – face to face, 	0 week	Module Leader Teaching Assistant	New programme site on sulis – to follow

<p>synchronous and asynchronous sessions</p> <ul style="list-style-type: none"> - Assessment submission dates (as appropriate) - Explanation/clarification of the role and responsibilities of the TA and how they will work with the Module Leader <p>✓ Ensure consistency in the use terminology across all my communications (written and oral, online and face-to-face).</p> <p>✓ Provide a guide on the function and nature of tutorials/workshops/labs (online and F2F) and clarity of what work students will need to have completed or will complete during online and F2F tutorials/workshops/labs</p>			
<p>Communication and Expectations</p> <ul style="list-style-type: none"> ✓ Understand the process and the schedule of communication and meetings between the Module Leader and the Teaching Assistant. ✓ Provide guidelines to students on how they should engage and participate in tutorials/workshops/labs ✓ If group work is used ensure I am familiar with the expectations and ground rules directing this and provide guidance to students on effective management of virtual teams. 	<p>September</p>	<p>Module Leader Teaching Assistant</p>	<p>Guidelines for preparing teaching and learning</p>

<ul style="list-style-type: none"> ✓ Establish a protocol for consistent communication, office hours and questions between students and the Teaching Assistant 			
<p>Content and Delivery</p> <ul style="list-style-type: none"> ✓ Contribute to the online and F2F learning and ensure alignment between module leader delivery and that of the Teaching Assistant 	<p>Week by week plan and to be communicated to students the same day each week</p>	<p>Module Leader Teaching Assistant</p>	<p>Guidelines for preparing teaching and learning</p>
<p>Assessment and Feedback</p> <ul style="list-style-type: none"> ✓ Assist in the implementation, coordinating and if relevant the grading of assessments. ✓ Provide students with guidelines or tips and strategies for working successfully with their assignments. ✓ Support module leader in the preparation and practice of online assessments ✓ Assist in the provision of feedback to students and identify my role in this, the nature of the feedback (formative/summative), when and how it will be undertaken ✓ Provide feedback to Module Leader on issues/questions or problems emerging in tutorial/workshop or lab sessions 	<p>Semester duration</p>	<p>Module leader Teaching Assistant</p>	<p>Guidelines on alternative assessment</p> <p>Webinar</p> <p>Alternative Assessment</p> <p>Remote online assessment</p>
<p>Reflection and Evaluation</p> <ul style="list-style-type: none"> ✓ Gather student evaluation of content, assessment and delivery ✓ Obtain feedback on the student satisfaction on my contribution to the delivery of content and assessments of the module as a means of 	<p>Ongoing/end of semester as appropriate</p>	<p>Module Leader Teaching Assistant</p>	

continuous professional development			
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