Staff Training
Day 1 Part 8 – Commitments and Responsibilities: It’s a two way street
Outline

• Commitments and expectations from IBT core team

• Commitments and expectations from the teaching assistants in each classroom

• Commitments and expectations from the system administrators in each classroom

• Classroom Google Drive folder and register

• Communicating with the IBT core team
IBT Core Team

- Commits to provide
  - ✔ Support for Mconf
  - ✔ Support for Vula usage
  - ✔ Provide lecture material, practical assignments and other course material
  - ✔ Support for challenges that classrooms encounter
  - ✔ Updates on course modules, trainers and logistics
  - ✔ Grading of assessments
  - ✔ Guidance on creating a community atmosphere across classrooms
TA Commitments

• We request the following from TAs
  ✓ Ensure that your classroom can connect to Mconf
  ✓ Attend and participate in this staff training
  ✓ Familiarise yourself with Vula
  ✓ Ensure TA attendance at contact sessions
  ✓ Record the attendance at contact sessions
TA Commitments

• We request the following from TAs
  ✓ Follow up on non attendance
  ✓ Where appropriate answer questions on the Vula Q&A forum
  ✓ Keep the IBT core team updated on any challenges
  ✓ Endeavour to create a real classroom atmosphere and sense of community amongst classrooms
  ✓ Endeavour to engage with fellow staff members at other classroom sites via Vula
Sys Admin Commitments

• We request the following from System administrators:
  ✓ Provide information regarding hardware infrastructure in your classroom to the IBT core team
  ✓ Ensure that the classroom has a working projector and speakers throughout the course
  ✓ Attend an Mconf testing session
  ✓ Attend and participate in staff training
  ✓ Ensure that all computers in the classroom are connected to the internet and running before each contact session
Sys Admin Commitments

• We request the following from System administrators:
  ✓ Familiarsie yourself with Vula
  ✓ Download lecture recordings and practical assignments at the beginning of each week and inform the head TA where these can be accessed
  ✓ Be available during contact sessions should technical issues arise
  ✓ Update the IBT core team should your classroom experience any challenges
  ✓ Endevour to create a real classroom atmosphere and sense of community amongst classrooms
  ✓ Endevour to engage with fellow staff members at other classroom sites via Vula
Class Register

• A Google drive folder has been created for each classroom
  ✓ Classroom staff have access to the Google drive folder
  ✓ A class register has been populated with registered students and contact session dates
  ✓ Attendance should be completed by TAs during the contact sessions if possible
  ✓ Mark as present or absent in the spreadsheet
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Communicating with IBT Core Team

✓ Queries from participants should be attempted to be resolved locally
✓ Use Vula forum if appropriate
✓ Use Slack channel if there is a technical issue
✓ If you cannot resolve the issue locally, contact the IBT core team via Vula or email
✓ Tackle some approaches to how to do this in the next session
Next

Watch video labeled: Day 1 Part 9