

Teaching Disruption Scenario – Announcement Scripts

The following scripts have been developed to assist academic staff with making announcements to their unit LMS sites in the case of a teaching disruption. Staff should include/remove content inside the [] brackets as relevant to their unit(s).

SCENARIO #1: Disruption to teaching, alternate staff member to deliver unit on-campus

Announcement Title: Changes to teaching arrangements for [unitcode]

Dear Students,

For the next [timeframe] I will be isolating. In my absence [alternate staff member name] will be taking class the normal class times and locations. The contact details for [alternate staff member name] are [contact details].

I [will] [will not] be monitoring email during my time away from campus and as such you [will] [will not] need to direct your unit related queries to [alternate staff member name].

I look forward to seeing you back on-campus soon.

Yours sincerely

[Staff signature]

SCENARIO #2: Disruption to teaching, alternative staff member deliver unit online temporarily

Announcement Title: Changes to teaching arrangements for [unitcode]

Dear Students,

For the next [timeframe] I will be isolating at home. In my absence [alternate staff member name] will provide support to you through online learning mode. The contact details for [alternate staff member name] are [contact details].

Until I indicate a return to class, please continue to engage with this unit's learning materials and assessments task online through [Canvas]. If you are new to online learning, please check out the following resources to get you up and running;

- [SLIDE: Student Learning in a Digital Environment](#)
- [ECU Learning Online resources.](#)

I [will] [will not] be monitoring email during my time away from campus and as such you [will] [will not] need to direct your unit related queries to [alternate staff member name].

I look forward to seeing you back on-campus soon.

Yours sincerely

[Staff signature]

SCENARIO #3: Disruption to teaching, unit to be delivered online with assessment extension

Announcement Title: Changes to teaching arrangements for [unitcode]

Dear Students,

For the next [timeframe] I will be isolating at home. Until I indicate a return to class, please continue to engage with this unit's learning materials and assessments task online through [Canvas]. If you are new to online learning, please check out the following resources to get you up and running;

[SLIDE: Student Learning in a Digital Environment](#)

- [ECU Learning Online resources.](#)

I will be unable to respond to your email queries during my time away from campus but will do so as soon as possible.

In the interim, I have extended the due date of [assignment number and title] from [original due date] to [new due date] so that my absence does not unduly impact your assessment work.

I look forward to seeing you back on-campus soon.

Yours sincerely

[Staff signature]