



FAQs for tutors during Covid-19

1. Will there be any face to face sessions at the university centres?

No. All lectures will be carried out through online facilities as from 20 March till further notice.

2. How will I deliver the online lecture?

You will continue using the Moodle platform and its features like forums, live chats, etc for the delivery of your class and also use the software ZOOM (<https://www.zoom.us>) for live face-to-face sessions.

3. When should I do the online lecture?

You will do the online lecture according to your planner. The online lecture should be conducted exactly at the same time the face-to-face sessions were scheduled.

4. How will I inform learners about the scheduled online lecture?

You can post the Zoom meeting link under your module on Moodle. You can also send the link via email or WhatsApp to your learners.

5. How do I make use of Zoom?

Follow the Zoom Guide for tutors on how to create a Zoom meeting.

6. How long should I do a video on Zoom?

Under the free/basic plan, the duration of a meeting is maximum 40 minutes. We will opt for a 30 minutes video for each session as per your planner.

7. How many learners can participate in a Zoom meeting?

A zoom meeting can allow up to 100 participants per meeting.

8. **My class has more than 100 learners. How will I proceed?**

You can create 2 different Zoom meetings for each batch of 100 learners.

9. **Apart from video, what other facility is Zoom offering?**

You can chat and share your screen with your learners.

10. **The session is normally 2 hours. If I do a video for 30 minutes. Then what will I do for the remaining 1h30 mins in my slot?**

You will have to provide online engagement to learners. You may create a quiz, forum and chat group on the Moodle platform. You can schedule another meeting.

11. **Can I use another online tool?**

Yes. You may use WhatsApp or Facebook pages or Skype to have live video. For a small group (less than 10), you may use Google classroom, Google Meet, ...

However, if you decide to use another tool to deliver the lecture, please ensure that you provide ALL the details to ALL the students by posting the instruction on MOODLE.

You must try it thoroughly.

For example, someone using Google Meet should post something like the following:

- 1. I have sent you invitations to your email address**
- 2. Click on the URL (and you will be re-directed to the app)**
- 3. Just log in and I shall accept your request to follow the class.**
- 4. Please start enrolling at least one hour before the lecture starts.**
- 5. You will have to mute your microphones and camera unless you have to ask a question.**
- 6. Do not press any other button as it may interfere with the presentation.**

12. **If I am having technical problems, whom should I contact?**

A helpdesk is available at this email: itunitgroup@open.ac.mu

13. **If I am having other problems, whom should I contact?**

Contact your Programme Manager.

14. Do I need to provide any evidence for online presence?

The platform will be monitored in terms of activities/logins.

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