



UNIVERSITY OF GHANA LEGON, ACCRA

from The Pro Vice-Chancellor (ASA)

My Ref: No..... *PVC/D2/A95/100*

March 23, 2020

Dear Faculty and Staff,

IMPORTANT NOTICE: **ROLL OUT OF ONLINE TEACHING AND LEARNING**

Management has approved a proposal for tuition for the remaining seven weeks of teaching for the Second Semester to take place online, using the University's Sakai Learning Management System (LMS). This is in consonance with the Ministry of Education's drive and the National Council for Tertiary Education's (NCTE) communique to tertiary institutions to ensure continuous education in the face of the closure of educational institutions. It is also in line with global trends where universities and colleges of repute continue to engage their students through online resources to avoid educational systems grinding to a halt. UG's online teaching schedule is expected to begin from the week of **30 March 2020**, and will run for the remaining seven weeks till the week ending **15 May 2020**, unless the Universities open earlier than this date.

Rationale

As you are all aware, since the University's closure on March 16, 2020, the number of COVID-19 cases in the country have continued to rise. While the University community continues to observe social distancing to minimise community spread, we are also obligated to utilise alternative platforms to ensure our students complete the courses for which they signed up for, hence, Management's decision to leverage our electronic resources in this direction.

Infrastructure/Equipment

Already, in anticipation of fully enrolling some programmes online, including the University of Ghana Required Courses (UGRCs), the Sakai LMS has recently been upgraded. Google classroom has also been activated as a backup LMS to the Sakai LMS. In addition, Management is working with the University of Ghana Computing Systems (UGCS) and other relevant Units to make computer laboratories available for faculty and students, using a booking system, while observing the necessary spacing and hygiene etiquette protocols. The College of Education, through its regional Learning Centres, will make similar arrangements for our students who would like to access facilities in our Learning Centres across the country.

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Data

Management is working with telecom companies to guarantee free access to Sakai LMS platform for all faculty and students. Vodafone Ghana has accepted Management's request to zero rate access for users on its network to the University of Ghana online learning content. Accordingly, arrangements are underway to distribute Vodafone SIMs to all faculty and students to facilitate access.

Course Content

Considering that this mode of teaching may be unfamiliar to both faculty and students, Course Instructors are encouraged to allow a reasonable amount of flexibility regarding the remaining course load. Where possible, aspects of practical and clinical course components may be minimised, while UGCS works with relevant Units to explore the use of virtual methods in this regard. Faculty Members are encouraged to convert their teaching notes to more online friendly materials.

Assessment

The exact modes of assessments remain a subject for further discussion, and Colleges are encouraged to propose what is best suited for their programmes, for approval by the Academic Affairs Directorate (AAD). Meanwhile, Faculty Members are encouraged to explore means of continuous assessment as it is anticipated that, in line with best practices, continuous assessment marks will constitute a significant part of students' final grades.

Capacity Building on use of Sakai LMS

The UGCS has arranged for (virtual) training for faculty and students who may require assistance. These include:

- Development of self-guide manuals for faculty and students on how to use the Sakai LMS including developing of suitable online teaching materials;
- Development of tutorial videos for faculty and students;
- Provision of (virtual) helpdesk/hotline to provide further support for faculty and students.

Creation of Sakai LMS Accounts

So far, UGCS, working with the Academic Affairs Directorate, has migrated and created course sites for over 90% of the courses as shown in the table below.

CAMPUS	NO OF COURSES	CREATED
CITY CAMPUS	359	359
COLLEGE OF HEALTH SCIENCES	529	529
DISTANCE EDUCATION	228	228
MAIN CAMPUS	2,338	1,989
EXECUTIVE PROGRAMS	73	73
WEEKEND AND OTHER PROGRAMS	166	166
	3,693	3,344

Monitoring and Evaluation

The model being used by the University's existing E-Learning Quality Control Team for the pilot online UGRC courses will be replicated in the full scale roll out of online teaching and learning.

Dear colleagues, in these unusual times, we are all being called upon to push our limits a bit more. We will certainly encounter some challenges as we navigate an uncharted terrain for many of us, however let us all remain tenacious and hopeful that this global misfortune may have presented us a unique opportunity to enhance our online teaching and learning capabilities. Management anticipates the support of every member of the University community as we transition to an interim full-scale online teaching and learning mode.

Kindly be on the lookout for further notices/directions from UGCS, AAD, and your respective Colleges/Schools/Departments/Units.

Once again, Management counts on your kind cooperation.

Sincerely,



Professor Nana Aba Appiah Amfo
PRO VICE-CHANCELLOR (ASA)

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