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| Table 1: | Initial set up and working menu information |
| Title of workshop: | CPD10-VLE and Recording  Sharing good practice in the use of VLE |
| Duration: | 1 hour |
| Minimum Number: |  |
| Maximum Number: |  |
| Modality: | Online |
| Grouping: | Bath Spa Project |
| Number of facilitators | 1 |
| Link to Resources: | BSU Folder |
| Trained Facilitators: |  |
| Cost: | NA |

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| Table 2: | Aims, Learning Outcomes, Keywords |
| Aims: | Review new regulations about Accessibility and the use of the Virtual Learning Environment. |
| Learning outcomes: | 1. To understand the new regulations regarding VLE and accessibility in HE. 2. To integrate VLE good practice as part of the Accessibility and Inclusivity Education Principle. |
| Keywords: | Accessibility, VLE, Preparation |

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| Table 3: | Indicative Content, Assumed Knowledge, Detailed Structure |
| Indicative Content: | * VLE and the Education Design Principles at BSU * BSU Good practice for Accessible Teaching and Learning: * Regulations * Good practice |
| Assumed Knowledge: | This workshop assumes a minimum of knowledge regarding Active Learning and Pedagogical approaches. |
| Detailed Structure: | Please see the section below. |

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| Table 4: | Method of assessment and Feedback Strategy |
| Modality: |  |
| Feedback strategy: | This is an interactive workshop designed to promote dialogic engagement and feedback. Throughout the session there will be facilitator and peer feedback in response to activities as well as open Q&A. Additionally, there will be structured follow-up activities for participants which will comprise reflective activities and online quizzes. An ‘open ‘Padlet’ will be used where participants can post questions to see future support, feedback and guidance. |

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| Table 5: | Evaluation |
| Link to questionnaire: | TBC |
| Link to analysis: | TBC |

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| Table 6: | Environmental sustainability |
| Considerations: | To support environmental sustainability, the following considerations have been applied when designing this workshop. |
| Actions: | * Printing will only be undertaken when required. * Central copies of materials will be used to reduce digital storage and CO2 production. * If possible, delivered online to reduce transport. |

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| Table 7: | Resources |
| Considerations: | To support the delivery of this workshop the following resources are suggested |
| Resource | * Online polling software (optional) * Online conferencing software - for example Teams / Zoom * The ability to use online chat * The ability to record a session and make it available for future use. Suggestion is to also include automatic transcription and potentially AI to enhance future use. * Breakout rooms |

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| Appendix: 1 | Detailed workshop structure |  |  |
| Time | Detail | Facilitator Activity | Participant Activity |
| 5 min | Slide 1 - Title  Slide 2 - Learning Outcomes  Slide 3 - Content | Presentation | What are their expectations? |
| 5 min | Slide 4 - Educational Design Principles | Presentation and link to CPD3 | Ask participants about BSU Education Design Principles. |
| 5 min | Slide 5 - Digital Fluency  Slide 6 - Inclusive Learning | Presentation | Participants reflect what Digital Fluency and Inclusive learning mean to them, using BSU questions. |
| 10 min | Slide 7 – educational partner Student Profile | Facilitate Activity | Participants to use the Student Profile Template to identify how students use the VLE and how they engage digitally. |
| 5 min | Slide 8 - Legal Requirements  Slide 9 - Empathy Clarity and Communication | Presentation / Empathy | Reassure participants that this is something that is being considered. |
| 10 min | Slide 10 and Slide 11  VLE requirements | Presentation | Participants can read the document, here it is for indicative purpose. |
| 10 min | Slide 12 - Make it yours | Presentation | Participants to think about what spaces for enhancing teaching practice exist in their institution. |
| 5 min | Slide 13 - Good Practice  Development  Slide 14 - Summary  Slide 15 - Just one Thing  Slide 16 - Resources | Presentation | Ask participants to add the Good Practice Slide.  Ask participants to choose one thing they take away from this workshop. |
| 5 min | Questions and answers | Responding | Participants to ask questions |