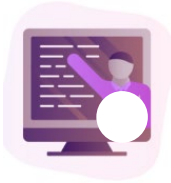


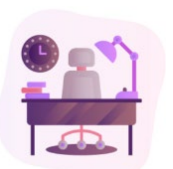

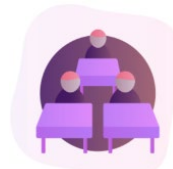











































Quick Guide: Autumn Term Technology for Online Teaching

Teaching in the Autumn Term will take place on campus and online. This guide refers to the technology you should use in the **online aspects** of your Autumn teaching.

	 Lectures	 Interactive Sessions	 1:1s	 Office Hours	 Labs/Practicals	 Peer-to-peer
Is this teaching live?	 No A Asynchronous	 Yes S Synchronous	 Yes S Synchronous	 Yes S Synchronous	 No A Asynchronous	 Yes A/S Synchronous & Asynchronous
Which tools can I use?	 Microsoft PowerPoint  Microsoft Teams Meeting	 Microsoft Teams Meeting  Blackboard Collaborate	 Microsoft Teams Meeting  Blackboard Collaborate  Microsoft Bookings*	 Microsoft Teams Meeting  Blackboard Collaborate	Virtual lab software Camera recording & edit in MS Photos or Camtasia	 Microsoft Teams Meeting  Microsoft 365
Do I record?	 Yes	 No (Limited exceptions)**	 No (Limited exceptions)**	 No (Limited exceptions)**	 Yes	 No (Limited exceptions)**
Students access via:	 Blackboard  Microsoft Stream	 Blackboard  Microsoft Outlook	 Blackboard  Microsoft Outlook	 Blackboard  Microsoft Outlook	 Blackboard  Microsoft Stream	 Microsoft 365  Microsoft Outlook
Accessibility tools:	 MS Teams: Auto captioning, Blur background	 MS Teams: Auto captioning, Blur background	 MS Teams: Auto captioning, Blur background	 MS Teams: Auto captioning, Blur background	 See software specs for more details Auto captioning in Microsoft Stream	 MS Team: Auto captioning, Blur background

*Microsoft Bookings available from late August 2020

**Further guidance regarding exceptions to be issued