Quick Guide: Autumn Term Technology for Online Teaching

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

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|  | Lectures | Interactive Sessions | 1:1s | Office Hours | Labs/Practicals | Peer-to-peer |
| **Is this teaching live?** | No  Asynchronous | Yes  Synchronous | Yes  Synchronous | Yes  Synchronous | No  Asynchronous | Yes  Synchronous & Asynchronous |
| **Which tools can I use?** | Microsoft PowerPoint  Microsoft Teams Meeting | Microsoft Teams Meeting  Blackboard Collaborate | Microsoft Teams Meeting  Blackboard Collaborate  Microsoft Bookings[[1]](#footnote-1) | 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)[[2]](#footnote-2) | No  (Limited Exceptions)2 | No  (Limited Exceptions)2 | Yes | No  (Limited Exceptions)2 |
| **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 Teams: Auto  captioning, Blur  background |

1. Microsoft Bookings available from late August 2020 [↑](#footnote-ref-1)
2. Further guidance regarding exceptions to be issued [↑](#footnote-ref-2)