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?** | NoAsynchronous | YesSynchronous | YesSynchronous | YesSynchronous | NoAsynchronous | YesSynchronous & Asynchronous |
| **Which tools can I use?** | Microsoft PowerPointMicrosoft Teams Meeting | Microsoft Teams MeetingBlackboard Collaborate | Microsoft Teams MeetingBlackboard CollaborateMicrosoft Bookings[[1]](#footnote-1) | Microsoft Teams MeetingBlackboard Collaborate | Virtual lab softwareCamera recording & edit in MS Photos or Camtasia | Microsoft Teams MeetingMicrosoft 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:**  | BlackboardMicrosoft Stream | BlackboardMicrosoft Outlook | BlackboardMicrosoft Outlook | BlackboardMicrosoft Outlook | BlackboardMicrosoft Stream | Microsoft 365Microsoft Outlook |
| **Accessibility tools:** | MS Teams: Autocaptioning, Blurbackground | MS Teams: Autocaptioning, Blurbackground | MS Teams: Autocaptioning, Blurbackground | MS Teams: Autocaptioning, Blurbackground | See software specs for more detailsAuto captioning in Microsoft Stream | MS Teams: Autocaptioning, Blurbackground |

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