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Technology for Online Teaching

Teaching in 2021-22 will take place on-campus and online as outlined in the [2021/22 Teaching & Learning Framework](#).

This guide refers to the technology to use **during 2021/22** in the online aspects of your teaching.

	Live (online interactive sessions)			Asynchronous		Student-led
	Tutorials & Seminars	1:1s & Office Hours	Labs & Practicals	Lectures	Activities	Peer-to-peer
Which tools can I use?	 Microsoft Teams Meeting (recommended)  Blackboard Collaborate (For limitations see links below)	 Microsoft Teams Meeting  Blackboard Collaborate  Microsoft Bookings**	Virtual lab software Camera recording Inbuilt basic editing software e.g. Photos (Windows) and iMovie (Mac)	 Microsoft PowerPoint (recommended)  Microsoft Teams Meeting	Blackboard  Microsoft 365 3 rd party technologies (see links for list of tools)	Blackboard Groups  Blackboard Collaborate Open Course Rooms  Microsoft 365  Microsoft Teams Meeting
Links to further information	 What tool do I use for live online sessions?  Running live online sessions	 1:1s/Office hours  Using MS Bookings	 Basic editing tools	 Why use PowerPoint?  Making Screencasts	 Online activities tools  eTivities model	
Can I record?	 Yes (with exceptions*)	 No	 Yes	 Yes	 No	 No (with exceptions*)
Students access via:	 Blackboard  Microsoft Outlook	 Blackboard  Microsoft Outlook	 Blackboard  Microsoft Stream	 Blackboard  Microsoft Stream	Blackboard	 Microsoft 365  Microsoft Outlook
Accessibility tools:	 MS Teams: Auto captioning, Blur background	 MS Teams: Auto captioning, Blur background	 See software specs for more details Auto captioning in Microsoft Stream	 Microsoft Stream auto-captioning	 Microsoft 365: Immersive reader and dictation tools Blackboard Ally	 MS Team: Auto captioning, Blur background

* See [Policy for the Recording and Digital Delivery of Teaching in 2021/22](#)

**For more information on activating Microsoft Bookings, please see <https://sites.reading.ac.uk/dts-hub/ms-bookings/>