

Remote lecturing options

This document is intended to help inform you about the choices you might need to make when preparing for remote teaching, in the context of providing an alternative to face-to-face lectures or presentations.

Scenario

As a tutor I need a way to deliver a lecture or series of lectures to students, and to provide access to my slides and any other relevant materials; I might also need the ability to use a whiteboard or to share my screen with students, and for students to discuss and share work.

I might need to provide synchronous (real-time) lectures which can involve student participation; I might also need to provide pre-recorded lectures in entirety or in smaller 'chunks'.

Before creating any new material, you might want to consider whether any existing resources can be used, such as:

- **Recordings from a previous year**
- **Lecture materials including handouts or reading lists**
- **Open educational content, if suitable (for example <http://www.podcasts.ox.ac.uk/>)**

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Quick overview of tools and key features

What do I have access to?	Is it uni supported?	What is it good for?	What could I use instead?
Canvas	Yes - the new university virtual learning environment	Wide range of tools; Easy to use; mobile apps for students and teachers available; provides route to download Panopto manual recorder;	WebLearn; Microsoft Teams; email; external tools (depends on intended use)
WebLearn	Yes – the outgoing university virtual learning environment, still supported	Sharing files with students; asynchronous discussion forums; submitting work for assessment; provides route to download manual recorder;	Canvas; Microsoft Teams; email; external tools (depends on intended use)
Microsoft Teams	Yes – part of Microsoft Office365; [Teams meetings can be set up via Canvas]	Communicating with small group of users via chat or live video; provides a shared whiteboard with a Teams site;	Canvas; WebLearn; email; external tools (depends on intended use)

Options for creating and delivering lectures remotely

Below is a list of options available to record your videos or audio files, and to make available to your students.

Panopto

Installed in many lecture and teaching rooms across the university, but offers a 'manual recorder' which can be downloaded on to a home or work computer. The recommended route is to download the manual recorder from within either Canvas or WebLearn; the IT Services Replay Team provide [full instructions](#) and a short video demonstrating how to do this. You will then be able to make recordings in a personal folder in Panopto, regardless of whether you installed the manual recorder from Canvas or WebLearn.

Panopto is fully supported by the university; recordings are stored securely in the university's instance <https://ox.cloud.panopto.eu/>.

What can I do with Panopto?

For asynchronous delivery

- Record yourself narrating over a PowerPoint presentation (in a continuous lecture or broken into chunks);
- Record your main computer screen and voice-over in a 'screen-cast' mode; you can record PowerPoint and main screen at the same time and switch between them, or just choose either option;

- Any open application running on your computer can be recorded in this way – for example if you have a whiteboard* app, this can be captured when using the main screen mode;
- Include a feed from your webcam (this can be turned off in preference for audio-only);
- Include an additional video feed if one is available (such as an external camera)
- Upload media created in other tools into Panopto, and use Panopto to host and stream – this can be video (mp4 or other formats) or audio ‘podcast’ style recordings (mp3 format);

For synchronous (real-time) delivery

- Create a ‘webcast’ in Panopto. This has to be done by opening Panopto in a new browser tab (go to your ‘My Recordings’ folder from Canvas or WebLearn, click the arrow icon top right to open in a new tab; choose the Webcast option from the green Create button);
- The webcast option enables Panopto to be used as above, but also enables students to watch in real-time and to ask questions through chat panel - it does not enable those watching to participate with audio; webcasts are also recorded and available to watch alongside any other recordings;

Microsoft Teams

Part of the Nexus 365 suite, available with SSO login (<https://www.it.ox.ac.uk/work-remotely>). Can be used for live (synchronous) lectures or meetings where all users can participate or share screens; meetings can now be set up from within Canvas or in Outlook. Users without SSO can also access meetings.

For synchronous (real-time) delivery

- Requires users to have speakers, and a microphone if audio participation is required;
- Host can present and share desktop or specific applications;
- Participants can share their screen;
- A chat panel can be used to share notes, links to websites, or raise comments;
- Microsoft Whiteboard* can be used within a Teams **meeting** (this is different to a video call within a Teams **chat**);

For asynchronous delivery

Currently Teams does not have a facility to record meetings or video chats.

Canvas Conferences (Big Blue Button)

The [Conference](#) tool available from within Canvas. **Not recommended due to potential limited capacity issues and browser incompatibility. We advise using Microsoft Teams instead.**

For synchronous (real-time) delivery

- Host a live (synchronous) session with students, including presentation of slides;
- Provides screen sharing, text chat, shared notes, polling, breakout rooms;
- Requires users to have speakers/headphones, and a microphone if audio participation is needed.

For asynchronous delivery

- Supports recording of conference, but these are only available for 14 days

* A guide to using whiteboards is provided separately within <https://www.ctl.ox.ac.uk/teaching-remotely>

Other options to provide recorded lecture content to your students

PowerPoint

Create slides and record your voice directly within PowerPoint (see [Microsoft guidance](#)). These can be shared with students via Canvas or WebLearn.

However if you have access to the Panopto manual recorder we would suggest using that, as the recordings are made more accessible when played back in the Panopto web viewer.

Other tools

You can use any other software which you have access to, and are familiar with, however there may be limited support with the university. Examples include:

- Windows 10 Camera
- Audacity (Audio only) <https://www.audacityteam.org/>
- Chrome Screencastify <https://www.screencastify.com/>
- Keynote <https://www.apple.com/uk/keynote/>
- QuickTime on Mac/iPad
- Tablet or mobile phone native recorder

As mentioned above in the Panopto sections, any recordings made using another application can be uploaded into Panopto for playback via Canvas or Weblearn.