

Centre for Teaching and Learning

Recommendations for teaching and learning remotely

For all enquiries regarding remote teaching, please email remote@ctl.ox.ac.uk

| | Scenario | Recommendation | Existing help & guidance |
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| 1 | <p>I'm a lecturer and I need to record a lecture for students to access online</p> <ul style="list-style-type: none"> Record a live lecture wherever you are, using a laptop and microphone Record a short presentation, overview or summary (e.g. a slideshow with audio narration) from your laptop in any location | <p>Use Panopto</p> <ul style="list-style-type: none"> Log in to your Canvas course or WebLearn site If this is the first time you've used Panopto, download the Panopto 'manual recorder' software Canvas course: Use Settings > Navigation to enable the 'Panopto Recordings' tool WebLearn site: Use Site Info > Manage tools to enable the 'Lecture Capture (Replay)' tool | <p>Panopto (Replay): Getting started Using Replay for remote learning</p> <p>Canvas at Oxford: Using Panopto in Canvas</p> <p>WebLearn: Manage your site</p> |
| 2 | <p>I'm a lecturer and need a replacement for small group classes or seminars</p> | <p>Use Office 365 (Teams)</p> <p>Schedule a Teams meeting:</p> <ul style="list-style-type: none"> Schedule a Teams meeting (either through the Teams Application or Outlook) Arrange a date and time to meet Invite your student Join the meeting via the 'Join Microsoft team Meeting' invitation or the link in your calendar <p>NOTE: an integration of Teams within Canvas is now available</p> | <p>Office/Nexus 365:</p> <p>Microsoft Teams: https://help.it.ox.ac.uk/nexus365/teams-how-do-i</p> <p>Nexus 365 resources, courses (IT Learning Centre): https://skills.it.ox.ac.uk/remote-working-personal-productivity-activity</p> <p>Microsoft Teams help and learning portal: https://support.office.com/en-gb/teams</p> |
| 3 | <p>I'm a tutor and need a replacement for live tutorial group teaching</p> | As above | As above |
| 4 | <p>I'm a project/research supervisor and need a replacement for real-time, face-to-face supervision</p> | As above | As above |
| 5 | <p>I'm an academic or administrator and need to assess students formatively</p> | <p>Use Canvas or WebLearn</p> <ul style="list-style-type: none"> Log in to your Canvas course or WebLearn site | <p>Canvas at Oxford: Guide for academics</p> |

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| | (assess their ongoing progress) and provide formative feedback. | <ul style="list-style-type: none"> • Use the 'Discussions' tool for informal or graded discussions • Use the 'Assignments' tool for students to submit formative work (e.g. essay, reflection, summary) • Use the 'Quiz' tool for self-assessment (e.g. computer-marked short answers, with feedback) | Assessing students (Assignments and Quizzes) Canvas generic: Discussions ; Assignments (video); Quizzes (video) WebLearn: Discussion forums ; Assignments Quizzes (called 'Tests' – detailed guide) |
| 6 | I'm an academic or administrator and need to provide students with online learning materials and activities. | On Canvas: <ul style="list-style-type: none"> • Use the 'Files' and 'Pages' tools to upload and present materials • Use the 'Modules' tool to guide students through the materials • Use the 'Assignments' tool for students to submit formative work (e.g. essay, reflection, summary) On WebLearn: <ul style="list-style-type: none"> • Use the 'Resources' tool to upload files • Use the 'Lessons' tool to guide students through the materials • Use the 'Assignments' tool for students to submit formative work (e.g. essay, reflection, summary) | Canvas at Oxford: Building courses in Canvas Guide for academics Canvas generic: https://community.canvaslms.com/groups/instructors/ WebLearn: Overview of important tools (video demos) Resources (short guide); Resources (detailed guide) Lessons Assignments Bodleian Libraries Keeping the University reading |

Other teaching scenarios

If the way you teach is not included in this guide, contact the Centre for Teaching and Learning with details of your teaching scenario. Discussions are ongoing about teaching remotely in other scenarios, such as practicals and laboratories.

Improving our guidance

If you encounter any difficulties with any of the suggestions for teaching remotely, please phone the IT Service Desk (Tel: (01865) 6 12345). As well as resolving your problem, this will help us to improve our guidance.

Other sources of information

General IT support

Website: <https://help.it.ox.ac.uk/help/request>

Email: help@it.ox.ac.uk

Phone: 01865 6 12345

Guidance for working remotely

<https://www.it.ox.ac.uk/work-remotely>

Advice on coronavirus

<http://www.ox.ac.uk/news-and-events/coronavirus-advice>

WebLearn

Help site: <https://weblearn.ox.ac.uk/info>

Email: weblearn@it.ox.ac.uk

Panopto (Replay)

Help site: <https://help.it.ox.ac.uk/replay>

Email: replay@it.ox.ac.uk

Canvas

Canvas generic 24/7 help (phone, live chat):
<https://canvas.ox.ac.uk/> - click **Help** on left menu

Email Oxford support: canvas@it.ox.ac.uk

Oxford Guidance for staff:

<https://canvas.ox.ac.uk/courses/12009>

Oxford Guidance for students:

<https://canvas.ox.ac.uk/courses/21629>

Canvas generic help guides and videos:

<https://community.canvaslms.com/groups/instructors>

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