

Student Guidance around Dual Delivery Teaching

Some of the teaching you will encounter this semester will be dual delivery teaching where some students will be online and some on campus. It is likely that most students will be on campus, but some students will need to join online.

It's possible that any student may need to work online at some point during the semester due to the need to self-isolate.

These are some tips to help you make the most of your learning experience whether you are online or on campus.

To prepare for teaching before a lectures, workshop or seminar

All students:

- As always, use blackboard to prepare for the session. Check which resources have been made available and make sure you have reviewed any materials you need to beforehand.

Online students:

- Download Zoom or Teams (your instructor will let you know which)
- Check your Zoom or Teams settings. Make sure you have set your display name as your full name and if you won't be able to have video on, choose a photo or avatar so people can see who you are.

On campus students:

- Bring a laptop or smartphone to the session, with Zoom or Teams downloaded (your instructor will let you know which). If you don't have a device, contact your School for advice.
- Bring a headset with mic to the class (iPhone headphones or similar work well)

At the beginning of the session

All students:

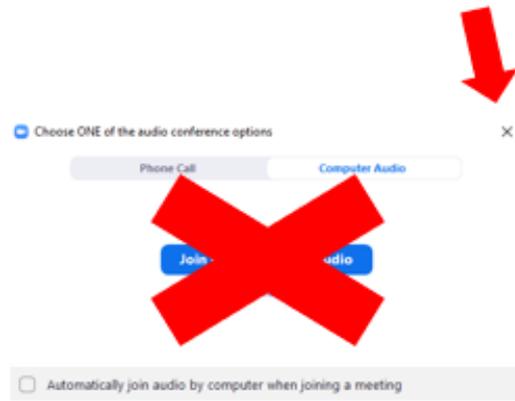
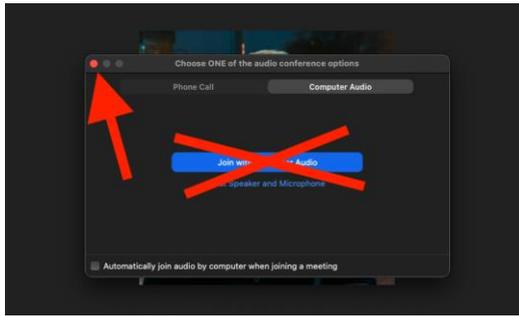
- Make sure you know how you can contribute to the session – ask the member of teaching staff if you're not sure

Online students:

- Connect to Zoom or Teams call with audio
- Have your camera on if possible so others can see you
- Mute your mic

On campus students:

- Listen to tutor to find out whether to connect to Zoom or not. This may or may not be necessary depending on the type of teaching that is taking place.
- If so, join the Zoom call without audio. You will still be able to hear your online peers through the classroom speakers and they will be able to hear you.



- Have your camera on if possible so online peers can see you.

If you are a student in the classroom and wish to ask a question or contribute to the session, please be aware that the microphones we are using are very sensitive and will pick up the audio but we still encourage you to speak clearly so that your fellow students online can hear you and respond appropriately.

In breakout rooms

All students:

- Have your camera on if possible so others can see you
- Make sure you know what the task is, how much time you have and that you have any links to collaborative documents or Padlet boards

On campus students:

If in a group with other on campus students, participate as you normally would in the group activity.

If in a group with a combination of online and on campus students:

- Plug in your headphones
- Connect to the call audio (Zoom) or join the call (Teams)

When the breakout room closes:

- Make sure you leave headphones plugged in if you are on campus. If not, this can cause problems with the audio in the classroom.

After the lecture, workshop or seminar

All students:

- Make sure you know what to do next – do you have any post lecture/workshop/seminar tasks?
- Make use of the chat or discussion board tools to continue the conversation with other students and your lecturer
- Discuss the lecture/workshop/seminar with other students

Online students:

- If you want to continue chatting with other online students, ask the lecturer to keep the online meeting open. You can close it when you have finished.