# Online delivery of teaching and assessment

School of Mathematics, Last updated: Thu 19 March 2020. Changes from the previous version are highlighted in yellow.

The following guidance aims to support you in moving your teaching and assessment online. The University has “paused” teaching in the week starting 16 March. Please be ready to continue Week 9 teaching by 23 March. A team led by Stuart King is coordinating readiness across the School, and colleagues will be in touch with each Course Organiser to discuss your plans. Support is also available from colleagues in the Teaching Theme – in particular, our new Learning Designer, Steven O’Hagan (s.ohagan@ed.ac.uk) is happy to hear from you by email if you have questions about the following advice.

## Guiding principles

* Asynchronous learning (lecture notes, recorded content, Piazza discussion) is likely to be less risky and easier to implement than synchronous learning (Collaborate, other videoconferencing).
* Students working remotely are more likely to have poor internet connectivity or only a mobile phone.
* Less is more: focus on the course essentials and give priority to student engagement with the mathematics.

## Minimum requirements

### Course materials

Lecture notes, slides, workshop problem sets, and so on, should all be posted to Learn as normal.

Handwritten notes can be easily converted to PDF (with multiple pages if necessary) using the mobile apps [Adobe Scan](https://acrobat.adobe.com/uk/en/mobile/scanner-app.html) or [Microsoft Office Lens](https://support.office.com/en-gb/article/what-is-office-lens-f5f6b88d-356f-4037-b7e8-49f34be86db3) (both available free of charge for iOS and Android).

### Piazza for online discussion *[Guide:* [*https://edin.ac/2Qpizyy*](https://edin.ac/2Qpizyy)*]*

Piazza (<https://piazza.com/>) is already widely used in the School. You should make use of this to facilitate online discussion of course material and to replace workshops. If you don’t already have Piazza set up for your course, then your Course Secretary will do this for you if you ask. Photos and video content can be uploaded to aid the discussion. Enhanced guidance is also being prepared for students.

Piazza has a group functionality which can be used if students are working in allocated sub-groups within a class. Group members can then post questions and comments that are seen only by members of that group and the course instructors. The course organiser can choose either to allocate group members or allow student self-enrolment in groups.

## Optional activities to replace lectures

There are various options:

### **1. Recommended: Screencasts *[Guide:*** [***https://edin.ac/39XeVUj***](https://edin.ac/39XeVUj)***]***

We recommend that you record yourself speaking over a copy of the course notes or slides. Material can be created from any location and this will work across a range of devices. You might want to use an external microphone for better sound quality.

### 2. Using content recorded in Media Hopper Replay

Centrally-provided guidance on using Replay is available here: <https://www.ed.ac.uk/information-services/learning-technology/media-hopper-replay/help-and-support/staff-help-and-support/staff>

In particular, if you are putting more videos in Replay it would be helpful to students if you give recordings sensible names and perhaps group them using folders – see this guide for instructions:
<http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3878.pdf>

Note also that Media Hopper will have automatically recorded some empty lectures in week 9 so you may have some videos of an empty, possibly dark room. You may wish to delete these.

#### 2a. Reusing old content [Guide: <https://edin.ac/39WQYg7>]

You may wish to upload lectures from previous years if the content is appropriate and if recordings are available.

#### 2b. Recording new content [Guide: <https://edin.ac/2wZjPld>]

You can create an ad-hoc recording in one of the equipped teaching rooms. However, ah-hoc recordings cannot be done when lecture recording is scheduled. All scheduled maths recordings in JCMB have been cancelled this week.

We are awaiting guidance from the University about which buildings (if any) will remain open and when, so if you wish to use this method then please aim do so as soon as possible.

### 3. Using Blackboard Collaborate *[Information about training:* [*https://edin.ac/39WStuL*](https://edin.ac/39WStuL)*]*

You may use this method if you wish but please be aware that it is best for running small classes (<10) or project group meetings as experience suggests there may be problems with bandwidth and connectivity.

## Workshops

You should post problem sets on Learn as normal. We recommended you make use of Piazza for discussion of these problems. You may want to produce short video clips, e.g. to work through a solution, and these can be posted to Piazza too (see the above guidance on using Piazza).

For very small groups, you might wish to use Collaborate to replace workshops (see point 3 above).

## In-course assessments

Normally, these will be collected online (Learn/Turnitin) as they were during the recent industrial action – Course Secretaries will be able to help with this. Please do not ask students to email assessments to you personally as this could create a single point of failure.

## Exams

Year 1 and Year 2 exams are cancelled. It is not yet clear what this will mean for student progression. Exam policy and practicalities remain to be resolved and will likely be affected by University policies. If you have any concerns or suggestions, please contact Chris Sangwin (C.J.Sangwin@ed.ac.uk) who will collate these. Expect an update.