# **University of Worcester logo**

# **On-Campus and Dual (Concurrent) Digital Learning and Teaching: Options for Teaching Approaches at the University of Worcester**

NB: This document sets out some suggestions for blended learning, but focuses on advice for colleagues who wish to deliver dual digital teaching sessions. There is no requirement to deliver teaching in a dual digital way.

Students who are unable to attend in person due to self-isolating/quarantine should be made aware of the range of ways that their learning can be facilitated.

The University currently supports **blended learning** through a combination of online and on-campus teaching sessions and activities. Staff wishing to understand more about the options available for blended/digital learning and teaching are recommended to visit [the TEL Unit’s website](https://uwtel.co.uk/) for further information about supported tools for, or look at, the [Digital Learning and Teaching Menu](https://rteworcester.wp.worc.ac.uk/index.php/2020/04/17/moving-online-with-a-menu-of-digital-learning-and-teaching/) for further ideas.

**Dual or hybrid digital learning** and teaching is not blended learning. Rather it is an approach where students can be involved in a teaching session regardless of where they are located physically, either online or on-campus in the classroom. Staff who wish to explore dual digital learning and teaching with their students are advised to make sure students are aware that this is an experimental approach that often involves a higher level of digital engagement.

## Quick Guide for both blended and dual Digital Learning and Teaching Options on-campus

Whichever approach staff wish to adopt (either blended or dual teaching), a few key steps can assist in making preparing for a teaching session a little easier.

### Pre-Session checklist

1. Where feasible check out the rooms you are going to be teaching in, to give you a clear idea how the room layout will support your learning and teaching plans.
2. If you are considering recording the teaching session does the room have audio/video feeds on the lectern already? **Appendix A** has a list of rooms with audio or audio and video (AV) available. If the room you are timetabled in does not have any audio or video equipment and you wish to record the session, you will need to source additional AV kit. You can also book a recording room if you are on campus and either recording or delivering an online session - you can book these rooms via IT’s online booking system <https://worc.siso.co/it/index.php>.
3. IT has a small number of additional microphones that can be requested for rooms without audio/video equipment installed. You can book a USB microphone from IT via: <https://worc.siso.co/it/index.php>.
4. Check out the comparison document for Teams/Collaborate/Panopto in **Appendix B**. This can help you decide which technologies will work best to support what you are hoping to achieve in the timetabled teaching room.
5. Are students going to need a device for interacting with each other during your teaching session, for example to use a polling system like Vevox, or use Blackboard discussion forums? Make sure students are clear if they need to bring a device.
6. Taking a flipped learning approach? Ensure students are aware that engaging with any pre-session content and activities is important so they can get the best out of the teaching session.

## Dual Digital Learning and Teaching

Dual digital learning and teaching requires some key considerations such as:

* Staff digital capabilities and capacity to manage multiple digital learning and teaching technologies during a teaching session
* Students’ digital capabilities if required to switch between different digital learning and teaching technologies
* Availability of audio/video equipment in teaching spaces if required for dual learning and teaching.

## Practical first steps for managing dual teaching sessions

If you’re interested in exploring dual teaching, the following are some recommended first steps to help you start with dual learning and teaching.

1. Manage expectations – be clear with students that this is a learning experience for you all and that activities may not work as intended.
2. Don’t try to use all the technologies in your first few teaching sessions. Give both yourself and your students time to sort out the basics. Gilly Salmon’s [Five stage model](https://www.gillysalmon.com/five-stage-model.html) applies to dual teaching as well as blended learning and is a good approach to adopt.

Blackboard Collaborate is the recommended tool if you are considering dual teaching. Blackboard Collaborate is currently the only supported tool that provides the range of functionality required for dual teaching. Using Panopto for dual teaching has not yet been fully assessed but more information will be available as we roll out Panopto over the coming year.

1. A MS Teams meeting can also facilitate dual teaching but please be aware that MS Teams is not integrated with Blackboard.
2. Initially, just trial delivering a presentation and managing the chat/questions from students. This may include only switching on the chat functionality in Blackboard Collaborate near the end of a presentation. Alternatively, consider whether there is an opportunity to have a colleague support you with monitoring of the chat conversation.
3. Be clear with students in the classroom if you’re expecting them to log onto the session, eg students in the classroom will be expected to have Blackboard Collaborate open in order to engage with students online but ensure audio/video is muted for all.
4. Be clear about the tool you’ll be using to facilitate questions and how you are going to respond to questions. For example, ask all students to add their questions via the Blackboard Collaborate Chat facility but be clear that you’ll only review questions at certain intervals to allow you time to deliver key concepts and make answering questions manageable.
5. If students in the classroom ask a question, be sure to repeat it so that students online can hear it.

## Supporting Dual Digital Learning and Teaching Classroom interactivity between students on-campus and online

Once you and your students are comfortable with the basics of dual digital learning and teaching you may be considering introducing more active learning opportunities into your learning and teaching. Digital technologies can be great spaces to share ideas and enable students to communicate and collaborate with each other and support active learning. Often simple approaches can work well, for example -

1. Set-up a [Blackboard discussion forum](https://lttu.uk/support/Blackboard/Manual/discussion-board.html) for teaching session where you would like students to discuss a topic. This has the advantage that it can be reviewed at the end of the session and used for follow-up discussions with students.
2. Use a polling system such as [Vevox](https://uwtel.co.uk/tel-tools/vevox/) or [the polling tool in Blackboard Collaborate](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Polling) to introduce some interactivity. However, be aware that Vevox needs to be used in a browser not in a Powerpoint presentation via Collaborate.
3. Create a [Teams meeting](https://www.uvm.edu/it/kb/article/creating-and-sharing-a-teams-meeting/#:~:text=After%20sending%20the%20meeting%2C%20click,link%2C%20then%20select%20Copy%20Link.) and add the link to a Blackboard announcement so students can chat with each other around a subject, similar to a discussion forum but the chat is more synchronous.
4. There are a range of collaborative tools available to help all students on-campus and online work together and these include:

	1. [Shared Office 365 documents](https://support.microsoft.com/en-us/office/share-your-documents-b8b4498b-f365-499d-b9a7-5ec65e2ab00d) including Word documents, Excel and Powerpoint – students can work together to create a document or complete an activity
	2. Online collaborative tools such as [Padlet](https://padlet.com/) or [Lino.it](https://en.linoit.com/). You can use this to share links, photos, ideas
	3. Blackboard Collaborative Tools such as [Blogs](https://lttu.uk/support/Blackboard/Manual/blogs.html) or [Wikis](https://lttu.uk/support/Blackboard/Manual/wikis.html) to share reflections or work on a group activity.
5. Wherever you are planning to introduce an additional level of interaction through digital learning and teaching always think about how you are going introduce new tools to students and how you are going to support students to familiarise themselves with that tool. For example, ask students to familiarise themselves with the tool ahead of the session where you’ll use it by setting up a test area for them to test logging in and getting used to the tool.
6. For further ideas regarding dual or hybrid teaching you may want to review the Realising Teaching Excellence blog post on [Preparing to teach in Physically distanced classrooms](https://rteworcester.wp.worc.ac.uk/index.php/2020/09/11/preparing-to-teach-in-physically-distanced-classrooms-advice-guidance-and-practical-strategies/).

# Appendix A - Teaching Rooms with Recording Facilities

Panopto is a system that has been recently implemented and is now available for all staff to use. The desktop recorder is available in the Software Centre to download and make recordings on your own PC or laptop.

Some rooms on campus have been set up as recording studios with the software and hardware set up and ready to use – these can be booked through IT.

There are 36 large teaching rooms which have been fitted with the hardware and software to enable staff to record their teaching sessions should they wish to. The list below outlines what facilities are available in particular teaching rooms.

Rooms with audio, camera and screen capture (to record presentations) are:

|  |  |
| --- | --- |
| Room | Campus |
| CH2006 | CITY |
| CC004 | St Johns |
| EE1057 | St Johns |
| EE1061 | St Johns |
| EEG087 | St Johns |
| EEG089 | St Johns |
| EEG162 | St Johns |
| JL1005 | CITY |
| JL2001 | CITY |
| JL2003 | CITY |

Rooms with audio and screen capture (to record presentations) are:

|  |  |
| --- | --- |
| Room | Campus |
| BY1145 | St Johns |
| BY1147 | St Johns |
| BY1148 | St Johns |
| BY1150 | St Johns |
| BY1151 | St Johns |
| BYG119 | St Johns |
| BYG196 | St Johns |
| CH2001 | CITY |
| CH2008 | CITY |
| CHG009 | CITY |
| CHG011 | CITY |
| CC009 | St Johns |
| EE1102 | St Johns |
| EE1104 | St Johns |
| EE1106 | St Johns |
| EE1107 | St Johns |
| EE1022 | St Johns |
| EE1025 | St Johns |
| EE1027 | St Johns |
| EE1101 | St Johns |
| EE2009 | St Johns |
| EE2010 | St Johns |
| EE2011 | St Johns |
| EE2012 | St Johns |
| EE2019 | St Johns |
| EE2021 | St Johns |
| EE2033 | St Johns |
| EE2035 | St Johns |
| EEG021 | St Johns |
| EEG055 | St Johns |
| EEG119 | St Johns |
| EEG132 | St Johns |
| EEG164 | St Johns |
| JLG018 | CITY |

In addition to the teaching rooms, 10 rooms have been made available as recording studios for staff wishing to have a quiet space for recording presentations or delivering an online teaching session. These rooms are bookable via <https://worc.siso.co/it/>.

|  |  |
| --- | --- |
| Room  | Campus |
| CHG012 | CITY |
| BB021 | St Johns |
| BB050 | St Johns |
| EE1060 | St Johns |
| EE1062 | St Johns |
| EEG168 | St Johns |
| JLG013 | CITY |
| JLG017 | CITY |
| TT006 | St Johns |
| WB137 | St Johns |

For further support with using the Panopto system please refer to the [TEL Unit webpages](https://uwtel.co.uk/tel-tools/panopto/) or contact the TEL Unit via tel@worc.ac.uk.

# Appendix B - Synchronous Tools Comparison Chart

Comparison of key features available with Blackboard Collaborate, Panopto and MS Teams to facilitate recording of synchronous learning and teaching.

| Feature/Activity | Blackboard Collaborate | Panopto | MS Teams |
| --- | --- | --- | --- |
| Recording Synchronous or ‘live’ Teaching Session | Checkmark | Checkmark | Checkmark |
| Access via Blackboard | Checkmark | Checkmark | Not available |
| Available on Classroom PCs | Checkmark | Checkmark | Checkmark |
| Audio/Video options | Checkmark | Checkmark | Checkmark |
| Sharing presentations and screen | Checkmark | Checkmark | Checkmark |
| Chat facility  | Checkmark | Via Discussions option in live broadcast viewer (NB Live Webcast is not yet supported) | Checkmark |
| Breakout groups | Checkmark | Not available | CheckmarkVia channels and breakout groups coming soon |
| Whiteboard | Checkmark | Not available | Checkmark |
| Live Polls | CheckmarkDirect in Collaborate | Through presentation/Vevox/ MS Forms | Through presentation/Vevox/ MS Forms  |
| Sharing recordings with students | Checkmark | Checkmark | Checkmark |
| Auto-captioning post recording | Not available | Checkmark | Checkmark Also has option for live captions |