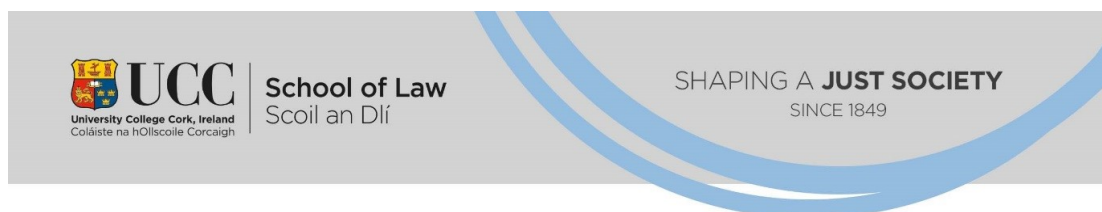**Blended Learning in the School of Law**

This file and other help files regarding online teaching are available at
www.tinyurl.com/online-477

Introduction

This document is a Work in Progress.

The University's main website on the move to blended learning:

https://www.ucc.ie/en/keep-teaching/

Other Resources are included at the end of this document.

Learning and Teaching Principles for Online and Blended Learning:

- Canvas
- Clarity
- Chunking
- Communication
- Consistency
- Create Interaction

These principles are outlined at https://www.ucc.ie/en/keep-teaching/gettingstarted/.

Do you have the software and equipment you need?

In general, you should be using the app version (if available) of each piece of software for increased functionality, rather than accessing the software via a web browser.

If you try to install software and it's not possible, this may be because you do not have sufficient access rights to your machine. Contact Pat Rice for support.

Install Microsoft Teams (app version):

Use this link: https://teams.microsoft.com/downloads

Enable the "new experience" in Teams:
Click on your profile picture at top of Teams app. Select Settings > General then Turn on new meeting experience.
Teams needs to be restarted after turning it on.

Install Panopto (app version):

Go to this link, sign in with Canvas option, and you should find an option to download and install Panopto:

https://ucc.cloud.panopto.eu/Panopto/Pages/Home.aspx

Chromebooks: Download Teams and Panopto from the Google Play Store.

To enable the Panopto Menu for any course in Canvas:

Go to your Canvas Course
Click Settings the left-side menu
Select the Navigation tab
Drag Panopto Recordings from the hidden section at the bottom to the visible section at the top.
Click Save

Seeking Help

If you have a mentor, consult your mentor for guidance and support.

Law School IT Officer: Pat Rice (p.rice@ucc.ie)

The UCC Centre for Digital Education – Book a one-to-one session.
https://www.ucc.ie/en/digital-ed/services-we-offer/

Canvas Help:
https://community.canvaslms.com/community/answers/guides/canvas-guide

Canvas freephone number (for staff) - 1800 852 159
There can be long waiting times for Canvas telephone support. An alternative is Chat support – In Canvas, go to Help > Chat with Support

Panopto help: https://www.ucc.ie/en/avms/lecturecapture/

Panopto Email   panotosupport@ucc.ie

Teams help: https://www.ucc.ie/en/keep-teaching/gettingstarted/#how-do-i-teach-a-live-synchronous-lecture

Email helpdesk@ucc.ie   or ask a question in Teams > Teams @ UCC

Law IT Support section on Teams (Pat Rice)

Canvas – Notifying students of the schedule for the module

The Deputy President and Registrar has announced to students:
"After you are registered your timetable will be made available to you through Canvas. Please note that MyTimetable will not be used for 2020/21."

University guidance: *https://www.ucc.ie/en/keep-teaching/gettingstarted/#providing-timetable-information-to-students*

UCC guide to adding events to Canvas calendar:
https://ucc.instructure.com/courses/2054/pages/5-dot-6-calendar?module_item_id=67261

How to notify students of the timetable through Canvas:

- It is recommended that ideally each scheduled teaching event (whether online or on campus) be added to the **Canvas Calendar** for each course.
- If it is too complicated to add each item to the Canvas calendar, it may be sufficient to insert a prominent note on Canvas. This note might take the form of a Word document or a page on Canvas, which you locate at the top of the course in Canvas.
- The note might state: "All lectures will be delivered online via Teams on Thursdays from 2.00 pm to 4 p.m. There will be no on-campus lectures. Details of tutorials will be circulated at a later date."
- The note could cross-refer to websites such as the UCC Law current students page.
- Tailor the note for each individual module.

To add an event to the Canvas calendar:

- Go to Calendar > Choose "+".
- For a recurring event: Choose More Options > Tick 'Duplicate'

You can add a Teams meeting as part of the process of creating an event or a recurring event. See the UCC guide to adding events linked above.
See also Type 2, Synchronous Session, below.

Module Outlines or Handbooks

You might wish to have a longer module handbook which is more detailed this year, to provide more detailed information to students.

There is a template of a handbook provided by Centre for Digital Education here.

In the handbook, advise students to install the app version of Microsoft Teams.
Advise them to always login using their UCC credentials (not a Hotmail account for example) to Teams.
Advise them to enable the 'new experience' in Teams.
If they are using Chromebooks, download Teams from the Google Play Store.

Notify students who are using Apple Macs: They need to enable the camera and microphone in the Apple settings (LINK).

Consider inserting guidance to students regarding Teams –
- Encourage asking of questions in the Chat
- Advise them to use the 'raise hands' function
- Advise them to switch microphones off
- Suggest if their video is off they at least display a picture (??)
- Note that Teams sessions will begin at 5 minutes past the hour.
- [Open Forum: any other suggestions?]

In your module handbook, try to recommend a textbook which is available as an ebook via the library where possible. Insert a link to the ebook.

Refer students to Library resources such as the Canvas course Library Learning Resources.
Refer students to the Skills Centre – https://www.ucc.ie/en/skillscentre/

In the handbook, think carefully about assignment submission dates. It is recommended that submission times be set at 5.00 p.m.
To set submission dates:
https://www.ucc.ie/academic/law/students/essaysubmissiondates/data/bootstrap/calander.php

Inform students as to when they can expect replies to questions and where is appropriate to communicate (Canvas Announcements, Canvas Inbox, Discussion Boards or Email).

Think carefully about any **participation marks** in the module. Provide clear guidance on how this will be assessed, especially for students who will not be on campus at all.

Organising your Canvas

Organise your Canvas courses by topic if possible.

If you wish to organise by week numbers, it is suggested that you add the topic to the title of each week, e.g. "Week 5 – Negligence Part 2"

Make the Canvas course available early in September, even if it has very little content. This is because you need to include information for registered students in advance about how the course will be delivered. See further guidance below.

Consider using the library's digitised course readings service to add scanned chapters to Canvas.

Adding to Canvas

Consider uploading welcome videos for the module, before the start of semester, one video on the content of the module and one how the module will be delivered and assessed.

You could have another video introducing yourself (for all the modules you're involved in).

Consider using additional tools to increase student engagement:

- Quizzes
- Discussion Boards
- Groups

Start creating quizzes and discussion boards now, in advance of the start of teaching.

For staff who have not done assignments via Canvas before, see the Canvas assignments tips at www.tinyurl.com/online-477.

More information on Canvas is in UCC's **Teaching with Canvas** course at
https://ucc.instructure.com/courses/2054

Law IT Support section on Teams (Pat Rice):

- Canvas Analytics
- Multiple Choice quiz on Canvas
- Categorisation quiz on Canvas
- Ordering Question on Canvas

TYPE 1: Recorded Asynchronous Session:

Asynchronous recordings can be combined with live sessions. For example, before a live session, you could ask students to
- Read a certain journal article or case.
- View three 10-minute asynchronous recordings

Do a test recording at least two weeks before the start of semester.

[Recorded sessions do not need to appear in the Canvas calendar, but sometimes it may be appropriate to note in the calendar that there is no campus class on particular weeks]

Ensure Canvas provides the students (perhaps via a page or via the calendar) with information as to what is expected of them regarding the recording. For example "The recording will be available on Monday morning of week 5. View the recording by the end of week 5" or whatever.

The recommended tool for an online asynchronous session is **Panopto.** Use the app for Panopto rather than accessing it via a web browser.

If using Powerpoint, ensure you use 'Click to add title' properly as much as possible as these titles will become part of the metadata of the Panopto recording.

Bear in mind that you do not have to always record a Powerpoint. You can instead record yourself commenting on a Word document or PDF, navigating a website or viewing a video.
You can also use a Whiteboard app such as Microsoft Whiteboard (search online for this).
You could record a 10-minute video interview with a guest (via Teams, then import into Panopto).
If you are showing non-Powerpoint content, choose the option to record the "Main Screen".

If you intend to show a video, change Frames Per Second (FPS) at the bottom of the screen from 8 to 24 frames per second. Also choose to capture computer audio.

It is recommended that videos be chunked.
Record shorter videos (e.g. 10 minutes each) rather than hour-long videos.

Guidance on Chunking:
- http://theelearningcoach.com/elearning_design/chunking-information/
- https://www.dashe.com/blog/learning/chunking-memory-retention/

Guidance on using the Panopto app:
https://www.ucc.ie/en/keep-teaching/gettingstarted/

Guidance on recording:

- Minimise background noise when recording
- Make sure your webcam is at eye level
- Ensure your light source is in front of you rather than above or behind
- Do a short test recording where you can assess the quality of your audio and your camera angle.
- Video Recording Tips by Sarah Thelen

Watch the Panopto sound levels, which should ideally be in the yellow area.

Have a look at the settings for the Panopto app.

> For example, you can minimise Panopto while recording.
> You can delete recordings once they are uploaded (to save your hard disk space).

Setting Panopto up to upload the recordings at the end rather than as you are recording:

Go to Settings > Progressively upload while recording. **Remove the tick in this box.** Picture below …

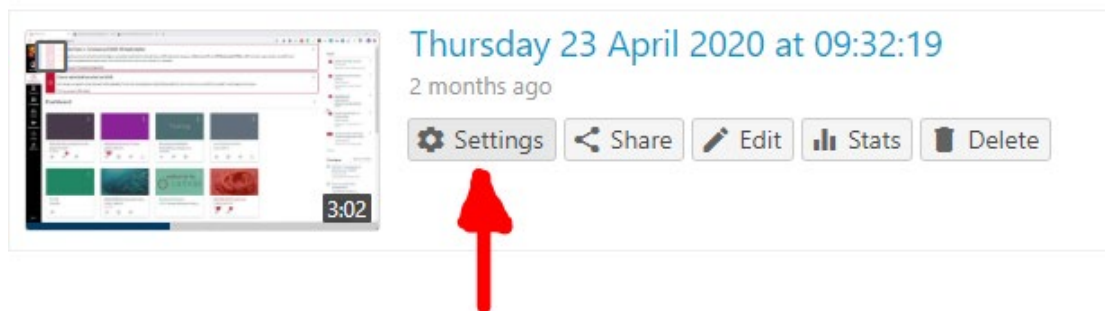App Settings

☐ Progressively upload while recording

Scheduling release of Panopto recordings

From Pat Rice:

People have been asking me about, "how we can stick to a timetable but still use pre-recorded material".
We can do this by scheduling the release of Panopto recordings to a class. In Panopto they call this "Availability".

To access this, log on to Panopto and click on settings on the video you want to schedule.

From the overview section in settings, you can set the availability of your recording. So if you want to pre-record "Lecture 4 – How to dismantle an atomic bomb" today and release it to the students is on the 16th of October, The Availability section is where you do this.

Setting Panopto up so that your face is not shown (if that is what you wish):

Set Video to 'None'
This sounds strange, but it means there is no video other than the Powerpoint.

How to move recordings from your personal folder to LWXXXX folder:

If you would like to make the recordings, then check they are OK before making them visible to the students:
There are various ways of doing this. One way is to make the recordings by default into your personal folder (which is private) and then move them into the LWXXXX folder (which is visible to the students).

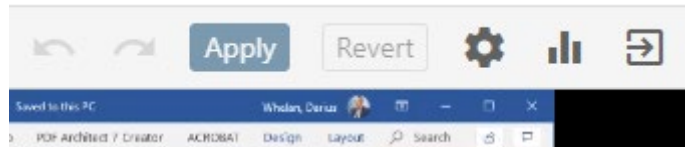Assuming you have made a recording which is in your personal folder, here's how to move it:

Go to **Manage Recordings.**

You will see a list of all your recordings.
Beside the recording you wish to move, choose **'Edit'**

A browser now opens and you see the recording.

Click the cog wheel (which means settings) – see cog below.

Under Folder, click **'Edit'**

Search for LWXXXX (the module code you want to use) and choose the first folder that appears.

Once you are satisfied it's going into the correct folder, click **Save.**

Panopto saves captions by default.
If not, in Panopto, when in edit mode, in the menu on the left, turn on captions.
You can edit captions to fix mistakes after the video is created.
Captions do not appear on the screen under the speaker, they appear in a separate Captions box.

Can a student download your Powerpoint from within Panopto?

You can also edit the video after created to enable this.
Edit > Session Information > Downloads. Choose 'Authenticated users with access'

If you use Powerpoint, it's good practice to make the Powerpoint file available for download.

If you are doing this via the Panopto settings, notify students that you have done it and explain to them how to download the Powerpoint file.

Can a student download the Panopto video?

Yes, if you enable podcast downloads for the folder or for the video.

See here: https://support.panopto.com/s/article/Enable-Podcast-Downloads

An alternative method of recording Asynchronous sessions – **Narrated Powerpoints**.
See Conor O'Mahony email to Law School staff, 18 March 2020.
See also here.

If you create a narrated Powerpoint, you could consider uploading the MP4 via Panopto using the same technique as is used for uploading a Teams recording in Type 2 Online Synchronous Sessions, below. This has the advantage of making the video accessible, as Panopto will add captions. (I have not tested this).

TYPE 2: Online Only Synchronous Session:

Asynchronous recordings can be combined with live sessions. For example, before a live session, you could ask students to
- Read a certain journal article or case.
- View three 10-minute asynchronous recordings

In some modules, you might wish to divide the students into smaller groups (e.g. 110 each) and have two 50 minute synchronous sessions rather than one longer session.

Before an online synchronous session:

In Canvas, Create a link for the meeting in Teams.

It is best to do this directly from the Canvas calendar.

Instructions:
https://ucc.instructure.com/courses/2054/pages/5-dot-6-calendar?module_item_id=67261

> In the Canvas calendar, add an event using "+"
> Be careful to select the correct module code under 'Calendar'
> Insert a title for the event (otherwise it will show as 'untitled').
> Choose "More Options"
> Use the Apps Button (plug icon) to access Teams
>
> > If the plug icon does not appear, it may be because you are not in a module calendar, you are in your personal calendar instead.
>
> Schedule your Meeting
> Select 'Create'
>
> > (If you wish to change meeting options for this meeting, do so now)
>
> After you press Create, the link will be created.
> When you press **Copy**, it will save to the event on Canvas and the pop-up window will close automatically.
>
> You can create a recurring event by choosing "**Duplicate**"
>
> [Recently confirmed: There is no problem with expiry of Teams links, as long as the meeting link is re-used within at least every 60 days]
>
> See Pat Rice video on Canvas calendar.
>
> See also the School of Pharmacy video (Rebecca Leigh).
>
> Advanced – you can add your Canvas calendar to your Outlook calendar.

There is a limit of 300 people participating in a Teams meeting.

You can also use **Teams Events**.
> There is no 300-person limit to a Teams event.
> Running an event may require more than one staff member.
> To set up a Teams Event:
> In Teams, go to the calendar. In the top right, choose the arrow beside "New meeting" and choose "Live Event". Help is available online about Teams Events.

It is important that **the meeting organiser (the person who sets up the meeting via Canvas or via Teams) should be the person who is giving the class.** If a different person gives the class, they will not have the ability to use break-out rooms.
(We have been told that anybody can record the meeting, they don't have to be the meeting organiser).

Don't set up a Team for each of your classes. This is unnecessary and will create confusion.

Meeting Options:

When creating a Teams meeting, you can change **meeting options** for that meeting. For example, you can change who can bypass the lobby and who can present.

Start at 5 minutes past the hour and finish at least 5 minutes in advance of the hour.

Use the app for Teams rather than accessing it through a browser. Log in with your UCC credentials.

When you start the class in Teams, record the class. To do this, choose the three dots (for more options), then choose start recording.

[Not yet technically possible for meetings:] Turn on live subtitles in Teams meetings. But note that captions are provided as part of the recording if you put the recording into Panopto (see below).
Update 3 September: Live captions will soon be available:
Select More options … and click on Turn on Live Captions (preview)

Live Polls (using Forms)

Consider using live Polls in Teams.

In the [Irish National Digital Experience (INDEX) survey](#), students stated they found use of live polling particularly useful.

To create a Poll:

In chat, where it says, "type a new message", click **Forms**.
Add your question and options, and then click Next.
Review your poll, and then click Edit if you want to make changes, or click Send if you're ready to post it.

Break-out Rooms
It is now possible to use Break-out Rooms on Teams.
You must have enabled the "new experience" in teams (see above).
When on a call, choose the 'breakout rooms' icon. This is beside the 'raise hands' icon.
Participants must also have the latest version of Teams.

Presenting Powerpoint in Teams:

If presenting Powerpoint in Teams, it can be better, rather than sharing your screen, to upload the PPT to the chat for the meeting and then present it. Other people can move back and forward in the PPT.

If sharing your screen, put Powerpoint into presentation mode first, then share the presentation window, not the PPT editing window.

You can use ESC and alt-tab to switch back to the chat.

[More information about using Powerpoint in Teams](#).

If you or a student puts a file in chat during the Teams meeting: If you download it on a Windows machine, it goes to "This PC > Downloads".

You can present other items in Teams – Word, PDF, web browser.
You can use a Whiteboard within Teams. Type "test" in chat if there is no content in chat yet, then switch to the main Teams window, look in Chat, your meeting chat will be there and you will see tabs along the top, 'chat', 'files', 'meeting notes', one of which is 'whiteboard'.

At the end of the class: Press "Stop Recording"
If you don't do this, you may lose the recording.

Then hang up (using the red "hang up" icon).

After the session, you will receive an email with a link to the recording.

You can also find the recording in **Microsoft Streams**.

Microsoft Streams can be accessed at https://web.microsoftstream.com

You have various options regarding videos in MS Streams.
You can download them, edit the title, trim the video, share them, etc.

> To add captions : Choose Edit > Video Language: English > Apply
> Captions do not appear on the screen under the speaker, they appear in a separate transcript box.
>
> It is not necessary to add captions if you will be using Option 1 below.

How to share your Teams recording with the class:

Option 1: Download the Teams recording as an MP4 and upload it to Panopto for the module
Use the web version of Panopto, accessing it via Canvas (not the app)
Go to Canvas, choose the relevant module, then go to the Panopto Recordings folder.
Choose Create > Upload Media. Then upload the MP4 file.

> **Not recommended :**
> **Option 2**: In Streams –
> Choose 'Edit' for the video, In Permissions tick 'Allow everyone in your company to view this video'. Click 'Apply.
> Go to your list of videos, click the three dots beside the relevant video. Choose share.
> A link to the video appears, which you can copy and then paste into Canvas.
>
> This option is not recommended as it seems to be difficult to limit the accessibility of the video, in a teaching context. Streams and Teams are not directly linked with the university registration system, so you cannot choose to limit sharing of a video to a particular module.

(The recording also appears in the chat history of the meeting but **it will only be there for seven days**).

TYPE 3: On Campus Face-to-Face Session:

Asynchronous recordings can be combined with on-campus sessions. For example, before an on-campus session, you could ask students to
- Read a certain journal article or case.
- View three 10-minute asynchronous recordings

Recording tutorials: Choose whether to record a Teams tutorial or an on-campus tutorial.

If wearing a mask while teaching, consider wearing a mask which has a transparent part around your mouth, to facilitate students who may be lipreading.

If you have students on campus and others watching at home later (or maybe even live), this is known as **hybrid learning**. See for example https://www.bu.edu/cfa/remote-teaching-technologies/

Before a face to face session:

> Ensure Canvas provides the students (perhaps via a Note or via the calendar) with information regarding the face to face lecture and the room number.

> Consider bringing a clicker (wireless presenter).

> If using Powerpoint, ensure you use 'Click to add title' properly as much as possible as these titles will become part of the metadata of the Panopto recording.

> Decide how you will record attendance and set this up in Canvas.

> Guidance from university: https://www.ucc.ie/en/keep-teaching/gettingstarted/#recording-attendance-during-covid-19

> There are three options:
> - Canvas Quiz
> - Google or Microsoft Form
> - Canvas Roll Call Tool

At beginning of a face-to-face session:

In early weeks, a face to face session should commence with the lecturer outlining the Covid protocols to students   (a Powerpoint with this will be provided)

Remind students of exact entry and exit route from the particular room they are in.

Deal with recording attendance for purposes of contact tracing, based on the method you have set up earlier.

[Timings below to be confirmed:]
Commence 10 minutes after timetabled time; finish at least 10 minutes before scheduled time.

Automated Panopto recordings will not take place this year.

To begin a Panopto recording:

> Do **not** press the Panopto icon in the bottom of the screen (task bar / notification area). This controls the Panopto remote recorder.

> Instead, do this:

> Sign in to Canvas on the lectern desktop.

Go to the relevant course.
Choose 'Panopto Recordings'
Choose Create > Record a New Session
Edit the Name of the recording
Choose whether to capture Powerpoint, main screen or both
Press Record

If you intend to show a video, change Frames Per Second (FPS) at the bottom of the screen from 8 to 24 frames per second. Also choose to capture computer audio.

If you wish students at home to be able to view the session live from home, choose the 'webcast' option in the top right hand corner.

[For webcasts, you will need to inform students that the webcast can be viewed from within Canvas, in the Panopto Recordings folder]

[Webcasts are not encouraged by the university, partly because it will be impossible to provide technical support for large numbers of them]

There have been suggestions that you can do a live session using Teams from the lectern computer, and record that, rather than using Panopto.

During the session, stay near the lectern for maximum audio quality.

Radio microphones may not be available for health reasons.

Captions are generated automatically.
Captions do not appear on the screen under the speaker, they appear in a separate Captions box.

During a campus session, do not use the whiteboard in the room for health reasons.
You can use the visualiser if there is one in the room.
You can use a Whiteboard app such as Microsoft Whiteboard (this may be installed on lectern computers; to be checked).

Chunking on-campus sessions:

This can be discussed in the Open Forum

Some suggestions:
Take breaks between topics, stop the recording during each break and start a new recording after.

Consider chunking after the class has ended by editing the Panopto recording.
Panopto: How to Edit a Video - https://support.panopto.com/s/article/Edit-a-Video

At the end of the session:

Stop the Panopto recording.

After the session:

Check that the Panopto recording is appearing in Canvas.

If you are not using the lectern PC:
- You may be able to use your own laptop wirelessly using Mirroring 360 (to be tested first). Start a Panopto recording session on the laptop as well.
- You could connect your laptop by USB cable to the podium system. Use Panopto distributed recording (to be tested).

If for some reason you need to record attendance at a Teams meeting:

During the meeting, select the 'Show participants' icon
Click the three dots at the top of the list of participants, then choose 'Download attendee list'

Resources

Pat Rice Material:

Law IT Support section on Teams (Pat Rice):

- Emailing directly into Teams
- Statistics in Panopto
- Canvas Analytics
- Multiple Choice quiz on Canvas
- Categorisation Quiz on Canvas
- Ordering Question on Canvas
- Sending Files Securely
- Scheduling Release of Panopto Recordings

Videos
Sarah Thelen – Teach Digi video 01 – Thinking about Teaching Online
https://ucc.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=8fc05bb2-3848-4999-9d63-abd900d5b8f8

Other Teach Digi Videos:
https://www.ucc.ie/en/digital-ed/digital-education/teachdigi/teachdigisessions/#d.en.1219288

The Q and A sessions are also recorded – See **Teams > Teach Digi team**

Video 02 - Play to your Strengths

Video 03 - (Re)Writing your Syllabi

Video 04 – Engaging with Your Students

Video 05 – Making Your Module Student-Friendly

Video 06 – Finding Teaching Materials

Video 07 – Accessibility

Video 08 – Discussion Boards

Video 09 – Groupwork

Video 10 – Video

Video 11 – Podcasting

CUBS Teach Online Resource   (Claire Fennell)

Best Practice Checklists (Claire Fennell)

Irish Universities Association Enhancing Digital Teaching & Learning Project Approach to Effective Remote Teaching
https://edtl.blog/the-edtl-approach/

IUA EDTL Videos:
https://vimeo.com/edtl

CIRTL Learning Enhancement Short Guides:

https://www.ucc.ie/en/cirtl/resourcesforstaff/shortguides/

1: Starting Well
https://www.ucc.ie/en/cirtl/resourcesforstaff/shortguides/shortguide1startingwell/

2: Scaffolding Learning

3: Icebreakers

4: Visualising Thinking

5: Discussions for Online Learning

6: Universal Design for Learning

7: Group Work

8: Re-imagining Practicals

Return to Teaching FAQs with the Vice-President for Learning and Teaching
https://youtu.be/RxXAwMqag5w

Return to Campus - Information Video for Staff
https://youtu.be/NKAD7XyJr9Y

Admissions 2020/21 FAQs with the Director of Recruitment and Admissions
https://youtu.be/V8YIrdaF2Ic

Academic Readiness FAQs with the Academic Secretary and Assistant Registrar
https://youtu.be/y1J7CJNJ3UM

Curriculum and Examination FAQs with the Director of Academic Services
https://youtu.be/qRePqeku240

Student Accommodation FAQs with the Accommodation and Community Life Officer.
https://youtu.be/0I5YEJxSscw

University of Cape Town, Low Tech Remote Teaching Principles
https://docs.google.com/document/d/1zPN7XUitOCw75FW6UeqrYAcWl41UqgKoZ_HRoYTKFZI/edit

VLex Justis, Moving Law Schools Online: https://vimeo.com/438563498

Active Learning in Hybrid and Physically Distanced Classrooms
https://cft.vanderbilt.edu/2020/06/active-learning-in-hybrid-and-socially-distanced-classrooms/

DCU - Technology-Enhanced Assessment Exemplars
https://docs.google.com/document/d/1-53jSmf_uf46ojZKL4vJRuLtEHNZ9hdQs7lR_LH5ypM/edit#heading=h.d7lki2hmw8ty

Video:
Designing Multimedia Instruction to Maximize Learning - Dr. Richard E. Mayer Lecture
https://www.youtube.com/watch?v=p5i3f9E53Og

This document was created by Darius Whelan.