Teaching arrangements for remainder of semester 2

**Lecture material**

All lecture material (slides and any accompanying handouts) should be uploaded to Myplace.

For staff using powerpoint, there is the option to do a voice over of your slides. This seems the easiest way for staff to effectively give their lectures without requiring internet access via something like zoom. Powerpoint will record a video thumbnail of you, your voice as you talk through the slides, and any annotations you make during the slides. More details are attached below. This is likely the easiest and least time-consuming method to implement and we’d recommend all staff to use it where possible.

Staff may want to include handwritten notes. This should be feasibly using many tablets. Relatively cheap (~£50) graphics tablets may be an option.

Lectures can also be delivered using Zoom, which should now be integrated into Myplace (<https://support.myplace.strath.ac.uk/>). This also allows you to share your screen and add annotations. This should be recorded and uploaded onto Myplace.

**Tutorial material**

Tutorial questions should be posted to Myplace about a week before the tutorial class, so that the students have time to attempt the questions.

Tutorial solutions should be posted to Myplace a few days before the tutorial class, so that the students have time to check their attempts against the worked solution.

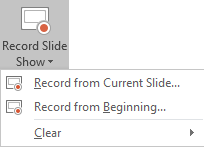
If possible, lecturers can use zoom or powerpoint to record themselves working through the solution and post this on Myplace.

Students should be invited to send in questions via e-mail if there is anything in the solutions they don’t understand. These can be answered and posted on Myplace.

Where possible, staff should try to run a zoom session to discuss the solutions and/or questions from the students during the tutorial slot (<https://support.myplace.strath.ac.uk/display/MS/Academic+Continuity+Guidance>). To simplify things we suggest that a single tutorial session is run by the class lecturer. Zoom allows you to share your screen and add annotations so could be used to work through solutions if appropriate pen input is available. The solutions to any common problems that arise should also be posted onto Myplace.

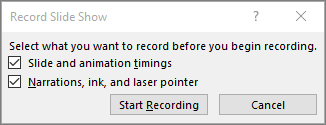
**Recording a lecture with powerpoint**

1. With your presentation open, on the **Slide Show** tab, click **Record Slide Show**.
   * Clicking the upper half of the button starts you on the current slide.
   * Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



(The **Clear** command deletes narrations or timings, so be careful when you use it. **Clear** is grayed out unless you have previously recorded some slides.)

1. In the **Record Slide Show** box, check or clear the boxes for your recording, and click **Start Recording**.



3. To end your recording, right-click the final slide, and click **End Show**.

**Preview the recorded slide show**

On the **Slide Show** tab, click **From Beginning** or **From Current Slide**.

During playback, your animations, inking actions, laser pointer, audio and video play in sync.

PowerPoint doesn't record audio or video during transitions between slides, so don't speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.

**Save recordings**

When you're done recording, save and share your presentation as a PowerPoint Show. Your recording will automatically play when someone opens the presentation.

1. Select **File** > **Save As**.
2. Select where you'd like to save your presentation to.
3. Under **Save as type**, select the dropdown arrow and then select **PowerPoint Show**.
4. Select **Save**.
5. Upload your powerpoint show file (file.ppsx) to Myplace