LLM Lectures

Some of your LLM papers may have outstanding lectures that are due to be delivered in Easter Term. LLM course convenors may also offer one or more revision lectures.

We anticipate that lectures – as opposed to workshops or seminars – will not normally be delivered ‘live’ in Easter Term. Instead, they will be recorded and made available to all students taking the paper as a matter of course. This will also be the case wherever, unusually, lectures are delivered ‘live’ online.

Recordings of lectures are expected to be made available to view on the Moodle pages for the relevant paper (e.g. LLM Paper 12 Intellectual Property). Video recordings will found either in the main content section of the Moodle page or in the new Panopto viewing block which has been added to Moodle pages where Easter Term lectures are expected. Further details about Moodle Panopto can be found below under the heading ‘Technical and Practical Advice’.

To the extent that recorded lectures are not delivered ‘live’, it will not be possible for you to ask questions/interact exactly as you might ordinarily do in a lecture delivered face-to-face in Cambridge. This may be particularly significant in the context of revision teaching. Your lecturers may choose to deal with this in different ways – for example, by inviting questions ahead of their lecture, or by offering to answer questions following the lecture by email.

We anticipate that LLM course convenors will be in touch by Tuesday 21 April 2020, when Easter Term begins, to provide information about (i) the lectures that will take place this term and (ii) how and when they will be made available to you.

LLM Workshops and Seminars

Some LLM papers may have outstanding workshops or seminars that are expected to take place during Easter Term, including sessions focused on revision. We anticipate that LLM course convenors/teachers will be in touch before the start of term to provide information about the sessions that will take place this term and to confirm/negotiate their scheduling.

LLM workshops and seminars are expected to take place online. The Faculty’s strong recommendation is that workshop/seminar leaders use the Microsoft Teams platform to deliver their workshops/seminars ‘live’ via a ‘Call’ or a ‘Meeting’.

In order to make the most of the online delivery of LLM workshops/seminars, it is very important to bear in mind the advice given below under the heading ‘Technical and Practical Advice’, as well as certain other considerations. Headline points are:
• You will need access to a computer or other mobile device which can access the Microsoft Teams platform via a web browser or (preferably) run the downloaded Microsoft Teams application.

• Your computer or other mobile device will require a microphone, and ideally a web camera (internal or external), if you wish to be a full active participant in online sessions using the Microsoft Teams platform. If you have neither, you will still be able to listen to the workshop/seminar ‘live’ and participate via text ‘chat’.

• It would be very helpful if you made yourselves familiar with the Microsoft Teams platform before the start of term.

• If you experience any technical difficulties, it is important that you seek advice well ahead of any scheduled workshops/seminars so that these difficulties can be addressed as far as possible. Assistance can be sought from Daniel Bates (db298@cam.ac.uk), the Faculty’s Computing Team (computer.office@law.cam.ac.uk), or your College’s computing team. If, after seeking such assistance, there are outstanding technical difficulties that will prevent you participating in online teaching, it is very important that you make your LLM course convenors and workshop/seminar leader(s) aware of this before any scheduled workshops/seminars.

• It is also very important to ensure that you make your LLM course convenors and workshop/seminar leader(s) aware, as soon as possible, of your local time-zone. This is essential to enable them, so far as is reasonably practicable, to schedule their online teaching so that you are able to be a ‘live’ participant at a reasonable time of day.

In very limited circumstances – primarily where, for substantial reasons, you are wholly unable to participate in any scheduled ‘live’ workshop/seminar, or you have a DRC assessment of need that requires a recording to be available – your workshop/seminar leader may be able make a recording of a workshop/seminar for your benefit, provided that appropriate permission is obtained to the recording from all participants in the recorded session. The Faculty’s policy in relation to the recording of online workshops/seminars during Easter Term 2020 is contained in its LLM Workshop/Seminar Recording Policy, which will be uploaded to Moodle and the Faculty’s webpages by the start of Easter Term.

**Technical and Practical Advice**

In order to make the most of the online delivery of teaching in Easter Term, the Faculty is offering some initial points of technical and practical advice. Please read them carefully.

**Microsoft Teams**

The University has implemented Microsoft Teams as the primary platform for online collaboration and teaching, to be used in conjunction with the existing Moodle platform. You all have Microsoft Teams access through your University account.
**Obtaining Access to Microsoft Teams**

Whilst Microsoft *Teams* can be used in a browser (via [http://teams.microsoft.com/](http://teams.microsoft.com/)), there are some limitations to this service. You should enjoy a more fully-featured, robust, and better quality experience if you download and install the Microsoft *Teams* application on your computer or mobile device:

- **Windows/Mac** (check first if the application is not already installed, which it is in newer versions of Windows 10): [https://teams.microsoft.com/downloads](https://teams.microsoft.com/downloads)
- **iOS**: [https://apps.apple.com/gb/app/microsoft-teams/id1113153706](https://apps.apple.com/gb/app/microsoft-teams/id1113153706)

Once you have Microsoft *Teams* up and running, you could always test and confirm that you can contact your LLM course teacher by sending them a short ‘Chat’ message.

Help/training in the use of Microsoft *Teams* is available online from within the *Teams* application via the ‘Get Started’ icon located at the top left-hand corner of the *Teams* application window:

![Get started](https://teams.microsoft.com)

**Call Quality**

Where audio or video calls have multiple participants, the amount of noise can become a challenge. Where possible, try to source a pair of headphones, and preferably a pair which include a microphone. This can isolate background noise, help you hear clearly, and ensure that your input is more audible.

One of the biggest sources of excessive background noise comes from the use of a keyboard during an audio or video call. Please try to be aware of this issue. Such background noise can be particularly problematic if you are using a laptop with a built-in webcam/microphone. It can be reduced by using a different keyboard or separate webcam/microphone, but the most effective way to eliminate unnecessary background noise is to mute your microphone. We strongly recommend that you do this except when you wish to contribute in an online session, and that you keep typing to a minimum whilst your microphone is unmuted.

**Microsoft Stream: Accessing Recordings of Teams Teaching Sessions**

Where workshops/seminars are recorded using Microsoft *Teams* in accordance with the Faculty’s *LLM Workshop/Seminar Recording Policy*, then these recordings will be made available to view in Microsoft *Stream*. Access to the recordings will be limited to those students who have special requirements that require the recordings to be made available to them, in accordance with the Faculty’s *Recording Policy*. 
When a Microsoft Teams ‘Chat’/‘Call’ or ‘Meeting’ is recorded, a link to that recording should be available from Teams to participants who have been afforded ‘Viewer’ access. However, it is also possible to access those recordings at a later time by visiting https://web.microsoftstream.com/, then clicking on ‘Discover > People’ and searching for the CRSID of the LLM course teacher who initiated the recording. Alternatively, your LLM course teacher may choose to share a direct link to the recorded content.

**Moodle Panopto: Accessing Recordings of Lectures**

Where lectures or other teaching video content is being recorded for whole cohort access, it is most likely to be made available via the Moodle pages for the relevant paper (for example, LLM Paper 12 Intellectual Property). Video recordings will be found in the main content section of the Moodle page or in the new Panopto block which has been added to Moodle pages where Easter Term lectures are expected.

You might not at first notice the Panopto block, but look for it generally in the blocks on the right-hand side of the Moodle page. New video content can appear here. See for example:

![Panopto block in Moodle](image)

**Further Technical Support and Advice**

We are very aware that this is a testing time of great change and new challenges. If you are struggling with any of these resources/platforms, you can contact Daniel Bates (db298@cam.ac.uk) or the Faculty’s Computing Team (computer.office@law.cam.ac.uk) for assistance.

Jo Miles, *Director of the LLM*
Daniel Bates, *Legal IT Teaching and Development Officer*  
14 April 2020