Online Teaching Delivery in Easter Term 2020

Law Tripos Lectures

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

We anticipate that lectures 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. Tripos Paper 13 Law of Tort). 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 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. As always in the context of Tripos papers, the best advice may well be to look to your supervisor in the first instance.

We anticipate that Tripos 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.

Law Tripos Supervisions/Revision Classes

In supervised subjects, Tripos students will typically have a ninth supervision in Easter Term plus some form of revision supervision/class. This teaching is expected to take place online. The Faculty’s strong recommendation is that supervisors use the Microsoft Teams platform to deliver supervisions ‘live’ via a Teams ‘Chat’/‘Call’ or ‘Meeting’.

Your individual supervisors will no doubt notify you about their individual arrangements ahead of the start of Easter Term, if they have not already done so.

In order to make the most of the online delivery of supervisions, 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 supervision ‘live’ and participate via text ‘chat’.

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

• If you experience any technical difficulties, it is important that you seek advice well ahead of any scheduled supervisions, so that any 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. Please also make sure that your Director of Studies and supervisors are aware of any problems you are facing.

• It is also very important to ensure that you make your Director of Studies and supervisors aware, as soon as possible, of your local time-zone. This is essential to enable your supervisors, so far as is reasonably practicable, to schedule your supervisions 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’ supervision, or you have a DRC assessment of need that requires a recording to be available – your supervisor may be able make a recording of a supervision for your benefit, provided that appropriate permission is obtained to the recording from all participants in the recorded supervision. The Faculty’s recommendations in relation to the recording of online supervisions during Easter Term 2020 are found in its Tripos Supervision/Revision Class Recording Guidelines, 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

Whilst supervisors are free to choose their own practice, 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/), 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
- iOS: 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 supervisor 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:

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 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 minimise unnecessary background noise is to mute your microphone. We strongly recommend that you do this except when you wish to contribute in the online session, and that you keep typing to a minimum whilst your microphone is unmuted.

Microsoft Stream: Accessing Recordings of Teams Teaching Sessions

Where supervisions/revision classes are recorded in Microsoft Teams in accordance with the Faculty’s Tripos Supervision/Revision Class Recording Guidelines, 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 Guidelines.
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 your supervisor who initiated the recording. Alternatively, your supervisor 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, Tripos Paper 13 Law of Tort). 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:

![Moodle Panopto block](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.

Stephen Watterson, *Director of the Law Tripos*
Daniel Bates, *Legal IT Teaching and Development Officer*  
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