

Academic Continuity Guidance

✔ Zoom is fully integrated with Myplace. To use Zoom for teaching, a Zoom activity should be added to Myplace by following the guidance below:

After consulting the guidance all staff support requests should be directed to learning-technologies@strath.ac.uk

Automated Captioning of Video

[Microsoft Stream](#) has been rapidly deployed and will be available for staff to use from **9 September**. Video that staff have produced for teaching, and requires captioning and transcription, should be uploaded to this platform to be made available to students. Microsoft Stream produces captions and transcriptions automatically, although **captions /transcriptions should be reviewed and corrected, as necessary**.

- [1. Uploading Video To Microsoft Stream](#) — This article will guide you through the process of uploading your videos to MS Stream for delivery to students and for longer term storage.
- [2. Embedding Microsoft Stream Videos into Myplace](#) — This article shows how to embed video content that is hosted on Microsoft Stream in Myplace.
- [How to edit the captions offline](#)
- [Microsoft Stream FAQ](#)

[Video Tutorials for MS Stream](#) are also available.

Pre-recorded Teaching

- [1. Recording Preparation – Equipment and Staging](#) — This guide will help you to set up ahead of recording pre-recorded teaching.
- [2. Recording "Talking Head" Video](#)
- [3. Recording "Voice Over PowerPoint"](#)
- [4. How to set up automated captioning in PowerPoint and how to record it](#)
- [5. Recording Screen Capture \(Microsoft PowerPoint - free platform\)](#)
- [6. Recording Screen Capture \(Camtasia - paid platform\)](#)
- [7. Editing Video in Windows Video Editor](#)
- [Guidance for the Sustainable Use of Self-recorded Video](#)

Assessment

- [Add a Quiz](#)
- [Add Coursework](#) — Coursework activities support submission of assignments, presentations, recorded performances (audio/video) and essay question examinations.
- [Student Checklist for Online Assessment](#)
- [Recommended Assignment Settings \(Formal Assessment Period\)](#) — These are the recommended **assignment** settings for assessments (e.g. Examinations) that are to be submitted during a Formal Assessment Period.
- [Online Exam Guidelines](#) — Online exams are an alternative to a traditional examination to assess students that makes use of the Institution's Virtual Learning Environment Myplace and computers.

Live Teaching (Using Zoom with Myplace)

To use Zoom for teaching, a Zoom activity should be added to Myplace by following the guidance below.

Guidance is now available on what can be recorded in a Zoom teaching session. [Guidelines for the use of Transcription and Captioning](#) are also available

- [1. Live Lectures \(One to many teaching broadcast\)](#) — This guide will help you to set up and conduct a 'Zoom Meeting' in [MyPlace](#) so your students can join the session.
- [2. One-to-one meetings / consultations](#) — You may, of course, choose to have one-to-one communication with students via email, phone, or Skype for Business. However, **Zoom Meetings** will allow you to have one-to-one meetings where you and your student will have the option to share screens to show each other slides, documents or diagrams.
- [3. Seminars/Tutorials \(Multiple participants using audio/video\)](#)

Useful Zoom Features

- [How to turn on Authentication for a Zoom meeting activity in Myplace?](#)
- [Breakout Rooms](#)
- [In-Meeting Chat](#)
- [Polling for Meetings](#)
- [Sharing Your Screen](#)
- [Scheduling privilege](#)
- [Recording a Zoom Session](#)
- [Deleting a Zoom Recording](#)
- [5. Recording Screen Capture \(Microsoft PowerPoint - free platform\)](#)

General meetings and online collaboration (Using Zoom outside of Myplace)

To use Zoom for general meetings and collaboration follow the guidance below:

- [Quickstart Guide to Zoom](#)
- [Signing In / Host a Meeting / Joining a Meeting](#)
- [Meet Now \(Instant Meetings\) Vs Scheduled Meetings](#)
- [How do I invite others to join a Meeting?](#)
- [Attendee Controls in a Meeting](#)
- [Host and Co-Host Controls in a Meeting](#)
- [Managing participants in a Meeting](#)
- [Screen Sharing](#)
- [How to Create and Manage Breakout Rooms?](#)
- [How to Chat in Zoom Meeting?](#)
- [Meeting Reactions](#)
- [In-Meeting File Transfer](#)



After consulting the guidance all support requests should be directed to videoconf@strath.ac.uk. Extension 5334, +44 (0) 141 574 5334. For more information see [Video Conferencing Service Booking & Enquiries](#).

Other Resources

[Teaching with Zoom](#) - Education Enhancement Training Session

[Remote Teaching Room Guidance](#) - Guidance for use of the AV facilities in the Learning & Teaching Building and other locations for allowing students to join lectures remotely.

[Online Development](#) - OSDU Resources for Online Development Brochure April 2020

[Student Engagement Guidance](#) - To assist consideration of 1) risk to individual student retention in an online class and 2) risk of low engagement of an individual student in an online class.

- [Use of Data to inform Online Teaching](#) — Myplace provides several reports on student activity which may provide information reflecting student engagement with the activities in an online class.



After consulting the guidance all staff support requests should be directed to learning-technologies@strath.ac.uk.

Contacting Myplace Support

For staff you can contact Myplace support via:

- email: learning-technologies@strath.ac.uk

If you cannot reach us or it is out of hours you can also reach us via the Helpdesk

- HelpDesk: help@strath.ac.uk

When you contact us please make sure that you have the following information to hand:

1. Your details, including email and phone number
2. The **exact** name of the affected classes / class site on Myplace, including the relevant academic year
3. Details of any affected students, including their Registration Number
4. Additional information detailed below can be helpful:
 - a. your location / location of affected users
 - b. type of computer used (Windows / Mac / Tablet / Mobile / Other)
 - c. Web browser being used