Department of Psychology: A guide to our online resources for students

To ensure that your learning experience for 2020-21 is of the highest standard, we have set up new platforms to facilitate online teaching and allow you to interact more with each other.

This document provides guidance on the online resources, how to set yourself up in them and what you can expect from the online teaching sessions. It is important to note that this is **general guidance** and there will be differences depending on your Part and Paper (such as teaching sessions that may take place over Zoom rather than Teams).

For clarification on the mode and platform each lecture will use, you should consult and familiarise yourself with the relevant Part and Paper guides in Moodle:

- Part IA (for papers PBS 1 and PBS 2)
- Part IB (for papers PBS 3 and PBS 4 [NST IB])
- Part II PBS (for papers PBS 5 – 8)
- Part II NST (for papers PBS 9 [NST paper 2] and PBS 10 [NST paper 3])

Key contacts:

If you encounter any issues with the online resources, please email teaching@psychol.cam.ac.uk.

Queries on how online teaching will be run should be sent to the paper's **course organiser**, as listed in the Moodle site.

Online resources

The two key online resources you will use are **Moodle** and **MS Teams**.

Moodle

The department uses Moodle as its e-learning platform and all students are added as participants to their Part's Moodle site:

- Part IA
- Part IB

- Part II PBS
- Part II NST

The site provides resources such as handouts and past exam papers (within the section for each paper) for students electronically. For your optional papers, the department that offers the papers will enrol you on to the relevant Moodle site. If you change paper once term has started do make the teaching administrators aware so you can be enrolled on to the relevant site.

To help familiarise yourself with Moodle, we'd recommend visiting the ***Getting started with Moodle and managing your account*** page: https://www.vle.cam.ac.uk/course/view.php?id=156022

Lecture recordings

Once a lecture has finished (see the online teaching section for more information), a recording will be added to the relevant paper section in Moodle. In the example below, this is the 'Lecture 1 recording (test)' link. Clicking this will take you to the recording, which is within **Panopto**.

The recording may instead be embedded into the section, in which case you would see a video in place of the link.

MS Teams

Teams channels have been set up for each Part and Paper. Within each Paper team, the 'Online Teaching' channel will be used for general teaching sessions that would otherwise have taken place in person. The Team for each Part of PBS is primarily a space for you to interact with your peers, so feel free to use it to set up forums to discuss amongst each other. For example you might want to set up a discussion forum for everybody in your year of PBS who is taking a particular Option Paper. The Team for each Part will also occasionally be used for teaching purposes such as hosting your inductions.

What do I need to do?

Prior to the start of term, you will need to make sure you have access to Teams, which is part of the Microsoft Office suite to which all university members have access.

Instructions on how to download the MS Office package offered by the University are here: https://help.uis.cam.ac.uk/service/collaboration/office365

It is recommended to download the desktop Teams app, as this offers you greater functionality than would be available in your browser.

Once you have downloaded Teams, you can enrol yourself into the relevant Team using the codes below. Click on the 'Teams' icon, click 'Join or create Team' and then enter the code:


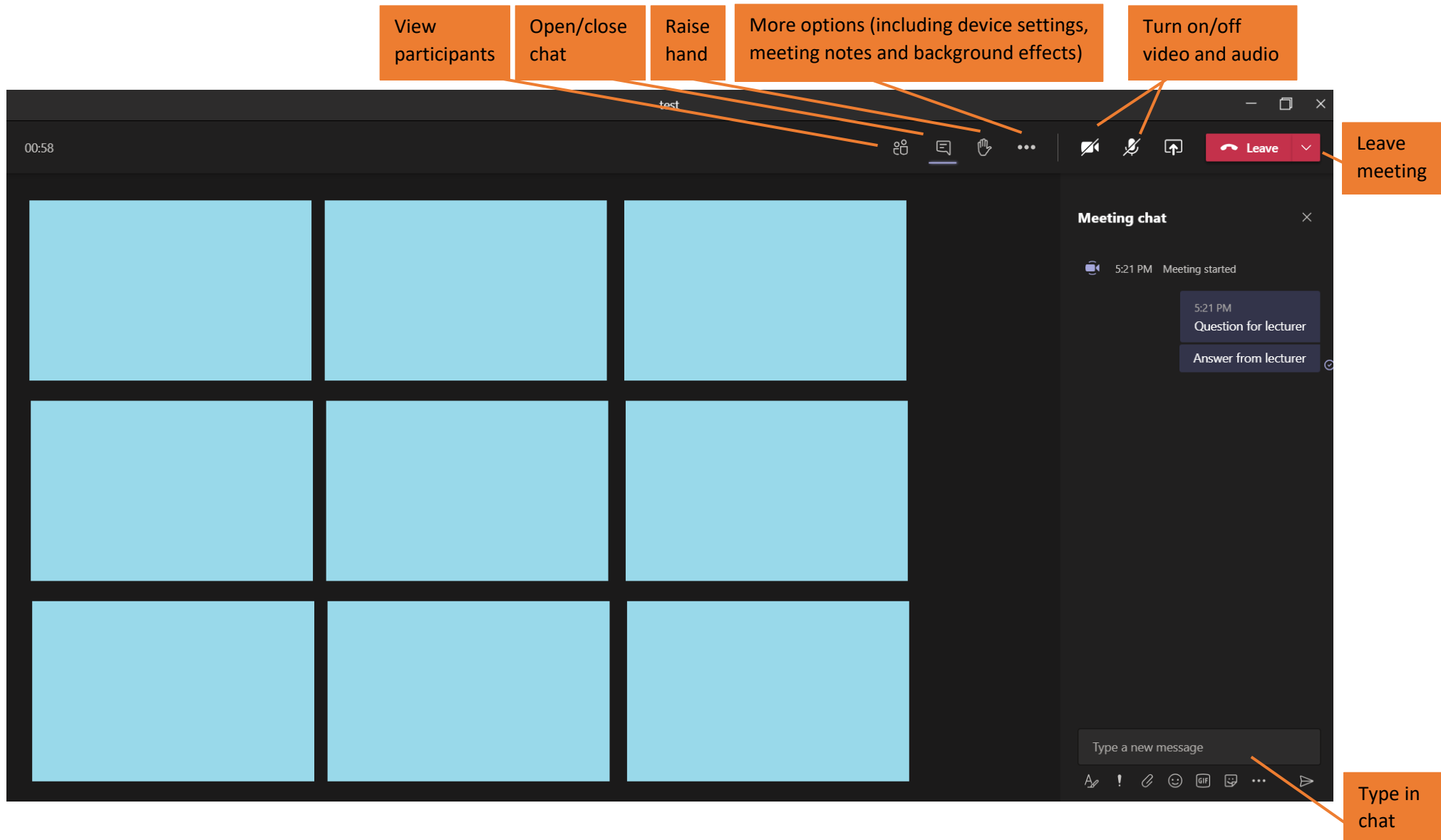|	
Part IA: 2y12rzm	**PBS 5:** p20r8dg
Part IB: mqugjxv	**PBS 6:** t6cj8nx
Part II: 4iiyo60	**PBS 7:** sh0fdwn
PBS 1: zetvzvj	**PBS 8:** 8kn7acm
PBS 2: 5x8v7bf	**NST 1:** 2xsgi2e
PBS 3: 2nx0ny5	**PBS 9/NST 2:** v654puv
PBS 4/NST IB: brm9gw1	**PBS 10/NST 3:** 3unw8kj
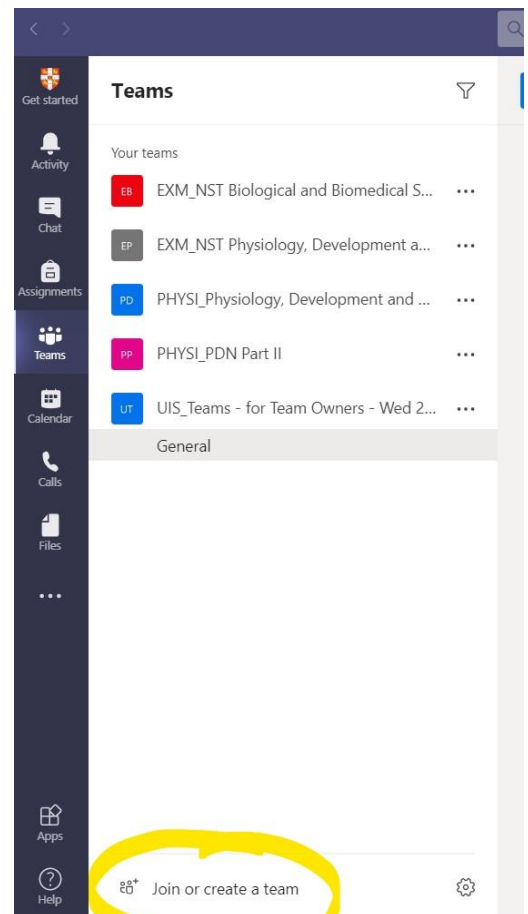
Online teaching

Guidance on how online teaching will be run for each Paper is given in the relevant Part's Moodle site. Any queries should be directed to the Course Organiser.

Where the online teaching is taking place through MS Teams, when a meeting has started you will see a 'Join' option in the channel chat (e.g. below); click this to join the session. You can join with your microphone on if you wish. Please switch this off when asked by the organiser.
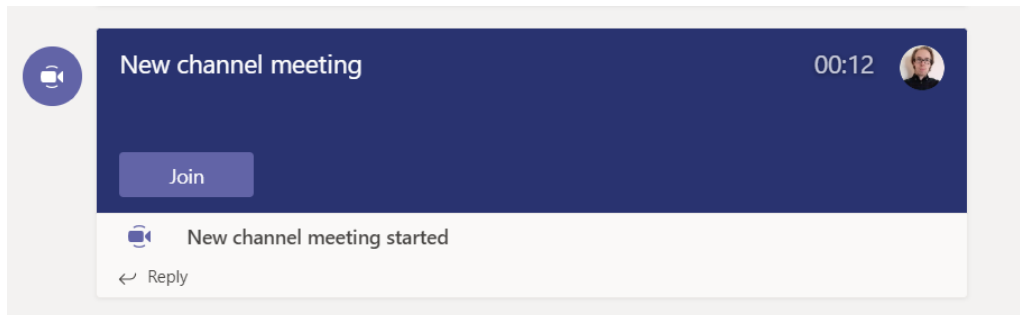
If you are running late to the lecture, the 'Join' option will remain available until the session has ended – joining during a lecture won't disrupt the session, but please remember switch off your microphone.

When you join this is what you will see a screen akin to this:

View participants

Open/close chat

Raise hand

More options (including device settings, meeting notes and background effects)

Turn on/off video and audio

Leave meeting

test

00:58

Meeting chat

5:21 PM   Meeting started

5:21 PM
Question for lecturer

Answer from lecturer

Leave

Type a new message

Type in chat

Recordings

The organiser will start a recording of the session. **You must not start a recording yourself as this will stop the organiser from making their own recording.** When recording has commenced you will see the following notification.

⚠ **Recording has started.** This meeting is being recorded. By joining, you are giving consent for this meeting to be recorded. <u>Privacy policy</u>

Recordings will only be made available to those who need to see them (i.e. students and staff linked to the session). If you would like to opt-out from being in the recording, you can turn off your video and microphone.

Interacting during the session

During a session you can interact with the lecturer and your fellow students using the Chat function. This will allow the flow of the teaching to continue and gives the organiser a clearer way to respond to any live questions.

At times, the organiser may ask you to speak. When doing so, remember to **unmute yourself** (it is very easy to forget to do this!) and then **mute yourself** afterwards.