

Department of Psychology: Using online resources for teaching (Teams, Panopto and Moodle)

The steps for running a live teaching session, recording it and uploading the recording into Panopto and Moodle are as follows:

1. [Start the teaching session](#)
2. [Record the session](#)
3. [Download the recording](#)
4. [Upload the recording into Panopto](#)
5. [Adding the recording to Moodle](#)

If you will be using Zoom instead of Teams for your live sessions, you can skip to [step 4](#).

If you instead will be pre-recording your teaching session in Panopto, to be uploaded into Moodle, you can skip to [step 5](#).

University guidance on using MS Teams can be found within the 'Get started' section in the top left hand corner of the desktop Teams app.

University guidance on how to use Panopto, including pre-recording a lecture and scheduling a 'live' lecture, can be found here:

<https://www.vle.cam.ac.uk/course/view.php?id=180842>

The Department of Psychology Teams setup

A Team has been created for each paper, to which lecturers, supervisors and students will be added. For each, the Team Owner is the Course Organiser and members of the Teaching Office.

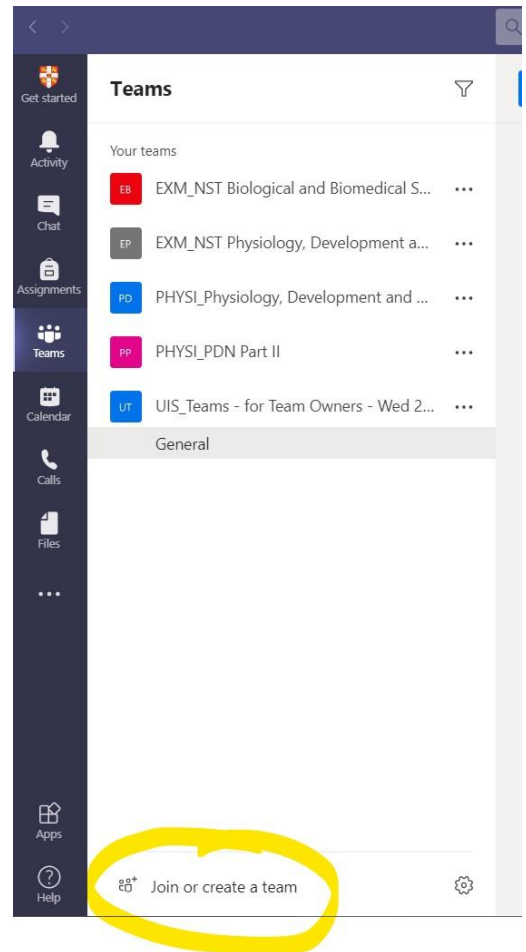
Within a Paper Team, you will find the following channels:

- **General:** the main channel for discussion between the students and academics
- **Online teaching:** the main channel from which online teaching sessions will be run (see Step 1)

- **Admin:** a private channel for the team owners, to discuss any admin related to the Team.

Where the paper's course organiser has requested it, separate channels can be set up for **practicals** and **workshops**, from which the respective teaching sessions will be run. If this is something you would like added to your paper's team, please speak to the course organiser.

If you would like to practice using Teams for online teaching, you can do so in the **User_EPSYCH_Teaching** team. To enrol yourself in the desktop app click on the 'Teams' icon, click 'Join or create Team' and then enter this code: **c8en63t**



1. Start a teaching session (using the 'meet' button)

General instructions: This video guides you on how to start a video meeting, which can be used for teaching: <https://www.youtube.com/watch?v=BI-P0Jrs3g0>

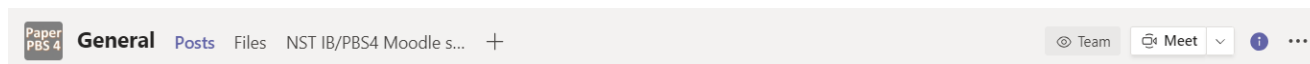
Psychology-specific instructions:

Each paper has its own team (e.g. EPSYCH_PBS Paper 1), which comprises of a 'General' channel, and separate channels if needed for practical or workshop groups (e.g. in PBS4).

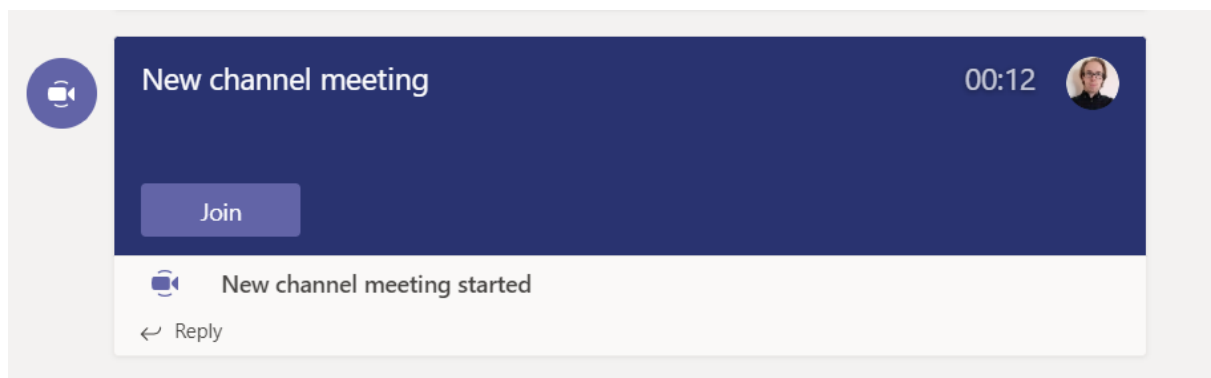
Lecture meetings are called **by the lecturer** from the "Online teaching" channel. Practicals or workshops are called by the leader from the relevant practical/workshop channel.

When prompted, you should name your session (e.g. [PAPER]: [TITLE OF SESSION]) so that it can be easily identified by the students.

NB. In the PBS paper teams, the 'Meet' button is in the top right hand corner of the screen:



NB: When you start a new meeting, a 'Join' option will show in the channel chat. This can be used by the students to join the lecture, so you won't need to invite them individually as suggested in the video.

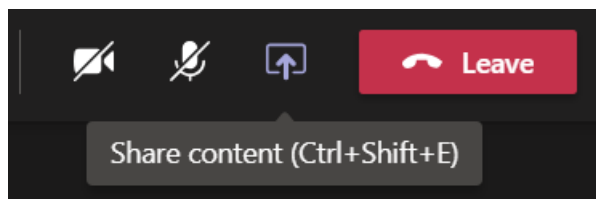


1.2. Sharing your screen

General instructions: <https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

Psychology-specific instructions:

The 'Share' button is in the top right hand corner of your meeting screen.

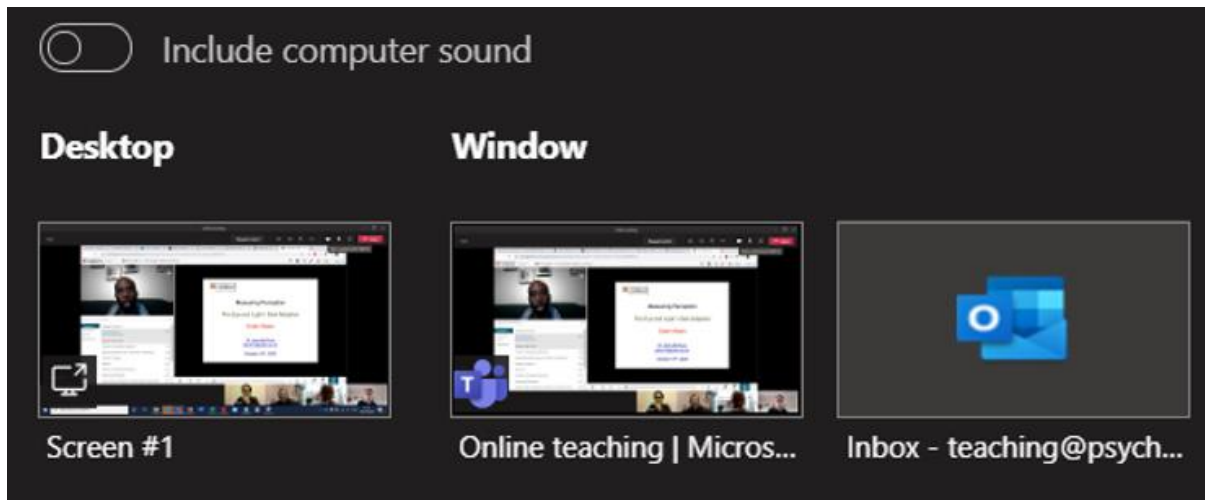


Remember, if you share to a 'Window' your display will stick to this i.e. if you were open a different programme to show attendees, your shared screen would stay showing the

original programme. If you want to show attendees something in a different programme, you will need to stop sharing and re-start, having selected the relevant window.

If you share to 'Desktop' this will show your screen as you see it i.e. any programmes you have open or switch between.

Important: if you're sharing a video remember to click 'Include computer sound' to allow participants to hear the audio



1.3. Presenting pre-recorded videos

Once you have shared your screen, you can present your lecture materials. If you will be presenting pre-recorded videos (e.g. you have already recorded your lecture presentation) it is recommended that you embed Panopto recordings in the Moodle page for the paper/course, and use Moodle to inform students when they are expected to view them.

If you combine a live session pre-recorded material, you could either use Moodle to inform students when to join the live session (e.g. before/after the watch the pre-recorded material; at 20 minutes past the hour; etc.) or use Teams to share links to the pre-recorded material (e.g. start with a live introduction, then post a link to a pre-recording of the main lecture).

If there are any pre-recorded materials that you wish to play to students during a live session, it is recommended that you play the **offline** versions of these (i.e. the saved file on your computer/laptop), rather than playing the online version from Panopto or Moodle. This will help with the video quality shown to students, as by playing the offline version you won't be using your internet access on the video itself, only on your current Teams call.

1.4. Creating a poll

There are three ways to create a poll within Teams, as outlined in these videos.

Using Forms:

<https://cambridgelectures.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=5980bb37-3740-41b6-81b3-ac45015da78a>

Using Google Docs:

<https://cambridgelectures.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=485251c8-da1b-4e7e-ba85-ac4501639577>

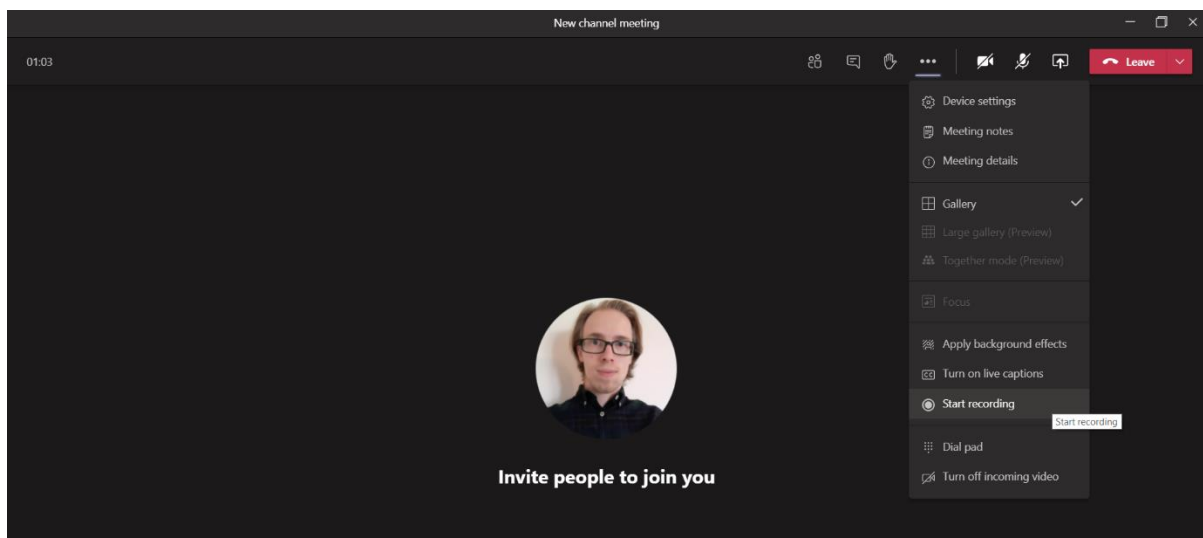
'On the fly': <https://www.youtube.com/watch?v=6m2Sb0kqXk>

2. Recording a teaching session

General instructions: https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24#bkmk_recordmeetingorcall

Psychology-specific instructions:

The ... button is in the top right of your meeting screen.



When you click 'Start recording' you will see this message:

⚠ You're recording You are recording this meeting. Be sure to let everyone know that they are being recorded. [Privacy policy](#)

And attendees will see this message:

⚠ Recording has started. This meeting is being recorded. By joining, you are giving consent for this meeting to be recorded. [Privacy policy](#)

Attendees can 'opt-out' from appearing in the session by turning off their camera and microphone.

What will the recording capture?

The recording will capture the following:

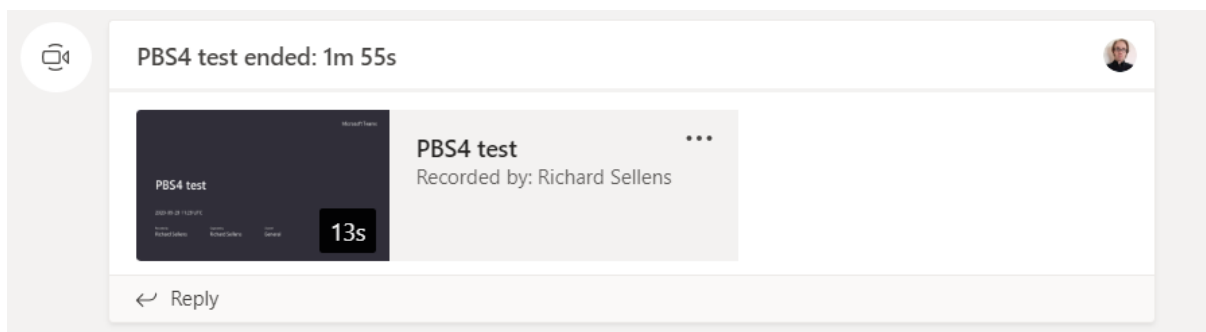
- Videos of participants
- Audio of participants
- Shared content (i.e. anything that is shown whilst sharing your screen)

The recording won't capture the meeting chat, so if a useful point is raised from this you should speak about it to ensure it's included in the recording.

2.1. Stopping your recording

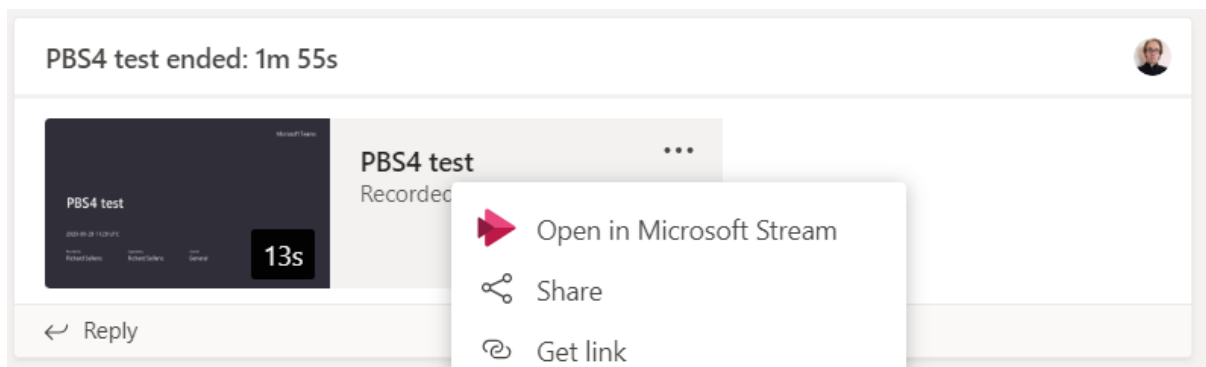
To stop your recording before the meeting ends, click on the ... button and select 'Stop recording'. Or, by ending the meeting (click 'Leave' and 'End meeting') this will also stop the recording.

Once a recording has been ended, and has finished saving, you will see a notification appear in the channel's chat. NB. This recording will be available to all members of the channel.



3. Downloading your recording (through Stream)

General instructions: Click ... next to the video in the channel's chat and select 'Open in Microsoft Stream'



Log in using your university account (crsid@cam.ac.uk).

Follow the 'Download a meeting recording' instructions here:

https://support.microsoft.com/en-us/office/play-and-share-a-meeting-recording-in-teams-7d7e5dc5-9ae4-4b94-8589-27496037e8fa#bkmk_downloadmeetingrecording

4. Uploading the recording into Panopto

Cambridge instructions: <https://www.vle.cam.ac.uk/mod/page/view.php?id=13191841>

To be able to publish a recording to the Part folder, you must have 'Teacher' or 'Non-enrolling teacher' access to the corresponding Moodle site.

Remember to save the recording within the correct Part folder (i.e. Part IA, IB or II) and not with your personal 'My Folder'. This will ensure the students have access to the recording without needing to request this directly from you.

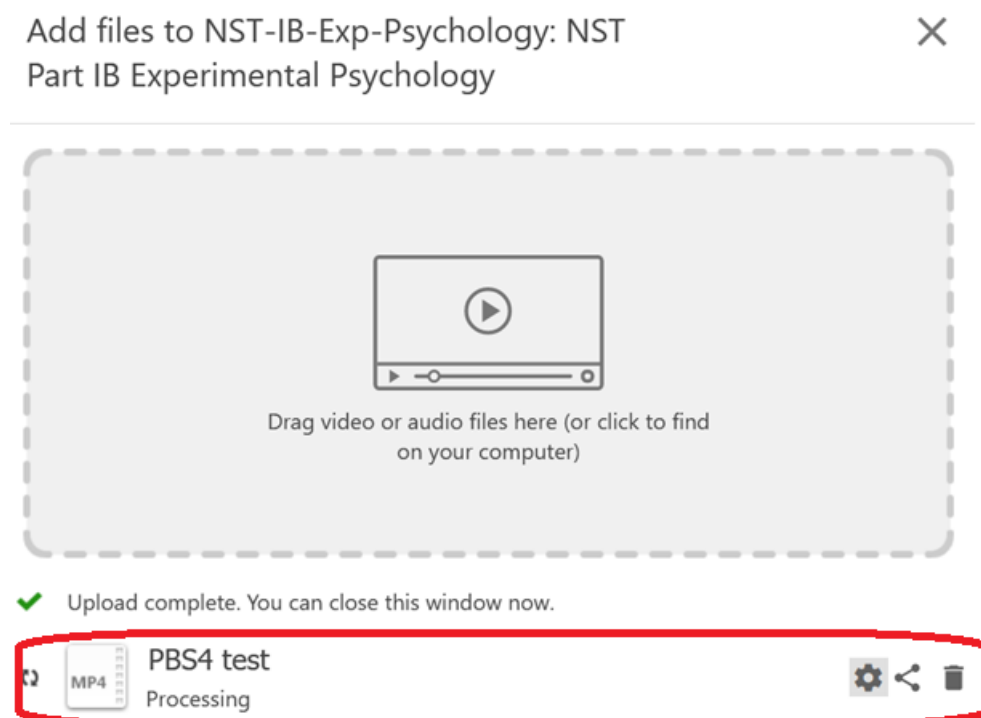
To enable the download option for students follow the instructions [here](#).

When you have uploaded the recording, **before** you close the window hover over the new document (in the red section below) and click on the cogwheel to edit the recording, including the name and folder.

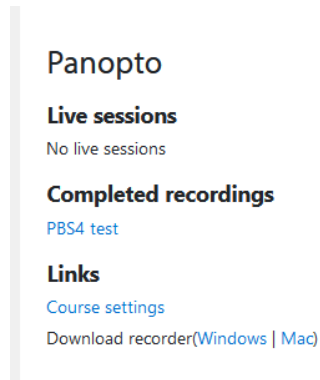
Save the recording using the following name convention:

[TITLE OF PAPER]; [TITLE OF LECTURE/PRACTICAL]; [DD.MM.YY ###am/pm (date and start time of teaching)]

e.g. PBS1; Emotion 1; 22/01/21 2pm



Once uploaded, the recording will show in the Panopto block of the relevant Moodle site.

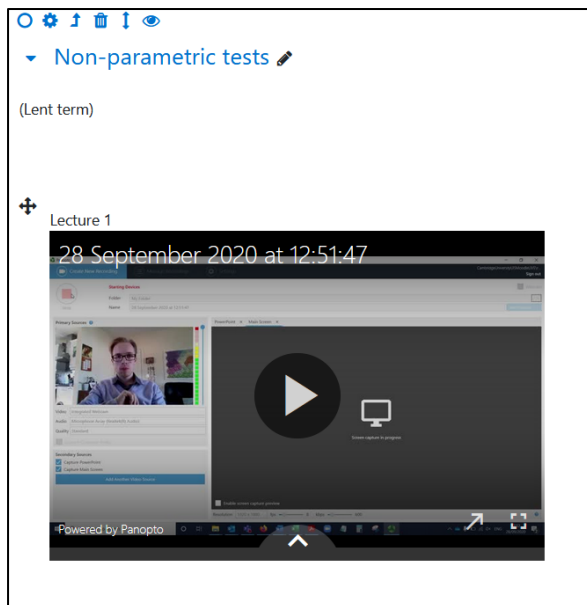


5. Adding the recording to Moodle

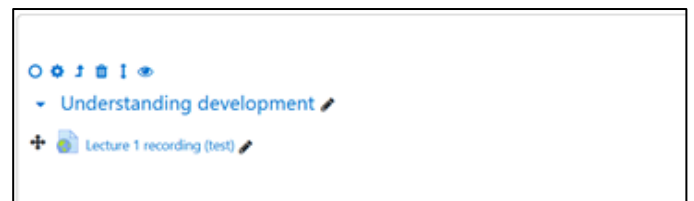
There are two ways to add the recording to Moodle, by adding a **label** or **link**. The screenshots below show how these will be presented in Moodle, and it is up to lecturer preferences which method they choose to use.

NB. If your recording includes links to external videos (e.g. Youtube) this won't show through the Label method (i.e. the recording will skip the external video) so you should use the Link method.

Label method:



Link method:

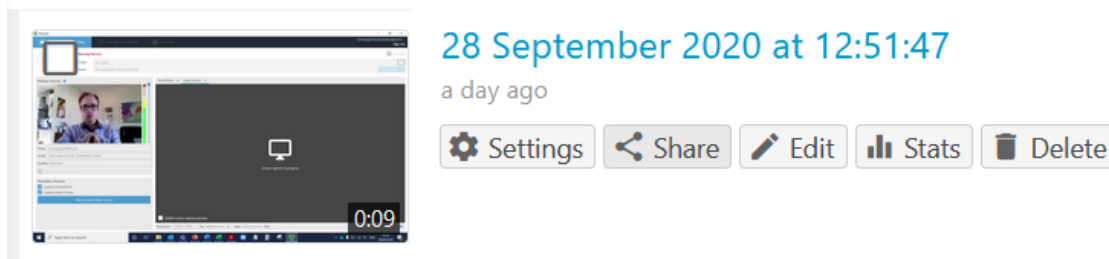


5.1. Label

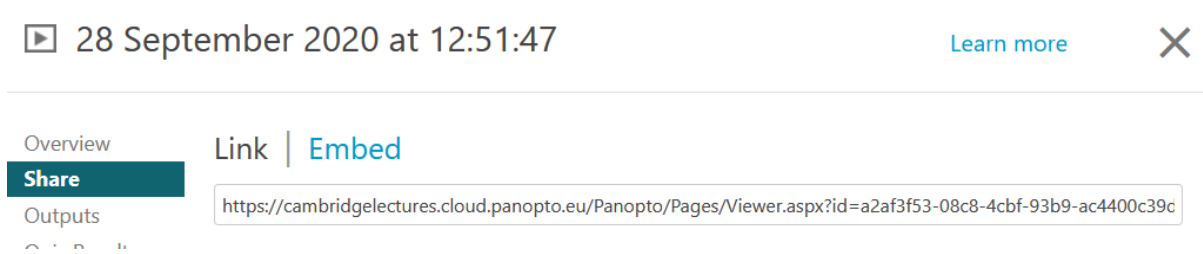
Moodle instructions: <https://www.vle.cam.ac.uk/mod/page/view.php?id=13191771>

5.2. Link

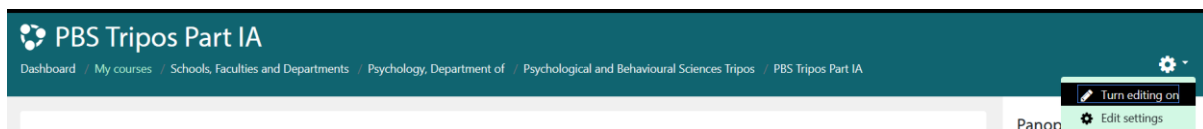
In Panopto, next to the video click the 'Share' button.



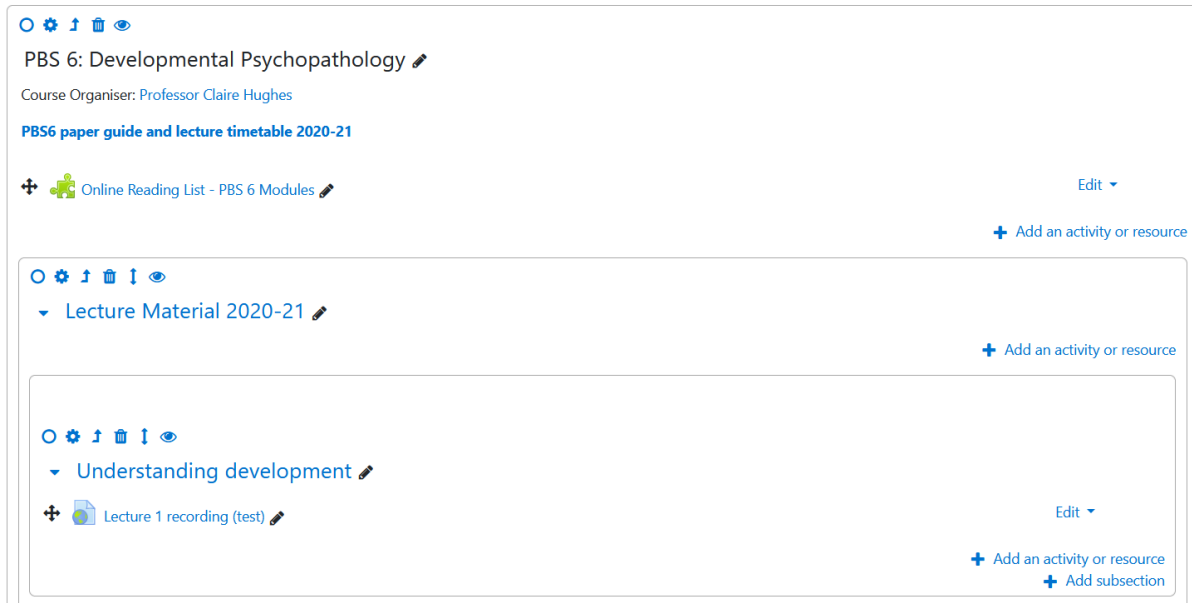
Copy the URL under 'Link'.



Navigate to the relevant Part's Moodle page and 'Turn editing on' (if it isn't already on).



Locate the correct paper's 'Lecture materials' section (e.g. below, which shows how the recording link will look once added).



Click 'Add an activity or resource'.

Select 'URL' (at the bottom of the list).

Input the name of your recording (normally the teaching session title) and the URL in 'External URL'.

If you would like to restrict access to the recording, for example so that it is only available from a certain time, you can do this through the 'Restrict access' section.

Once complete, click 'Save and return to course'.

Add an activity or resource

