Dual-mode teaching

Dual-mode teaching is the practice of delivering a course where some students physically attend teaching sessions and others are taught online. This might involve teaching both groups of students at the same time or teaching each group separately. Lancaster is implementing dual-mode teaching primarily in response to Covid-19, with a particular focus on Michaelmas 2021, when we anticipate a significant minority of students may not be able to attend in person because they must isolate or are still in their home countries.

During summer 2021, all teaching spaces will be updated to ensure you can conduct dual-mode teaching on campus but depending on the size and configuration of the room, there are a few things to be aware of:

1. All rooms will allow remote attendees to hear the tutor, and most will have a camera so they can see the tutor too.
2. Some rooms will allow remote attendees to hear the audience using microphones embedded into the ceiling, table-top boundary microphones, or handheld roving microphones (in larger spaces). When using handheld roving microphones, please ensure a student has the microphone before they ask their question. If a room doesn’t have any form of audience microphone, you should repeat the question out loud so the remote attendees can hear it, before answering.
3. You can check the configuration of all rooms on the Room and Equipment list.

Guidance for specific teaching events and processes

Recording your lecture allows students to replay it on demand after the session, pause, rewind and recap important points. You can record your lecture using Panopto following the steps below.

This method of dual delivery is best for content delivery type lectures with limited interaction from students as online attendees won’t be able to watch live or interact until after the lecture.

Consider how your remote students will be given opportunities to ask questions after the lecture, Moodle forums or a Microsoft Teams space could be used to promote discussion. If your lecture is purely content delivery, consider using a flipped classroom approach and pre-recording lectures, freeing up in-person class time for more interactive sessions.

Before the Session

1. Enable automatic lecture capture in LUSI (this can be done by departmental professional service staff). The Lecture capture happens via Panopto.
   Lecturing Staff must agree to be recorded. It is the departments’ responsibility to ensure all staff are aware recordings will take place. Terms and Conditions for this is available on the ISS website.

If you have a lecture or series of lectures that you would like to be recorded, and they are centrally timetabled, then the recording can be requested via LUSI:

   a. Open the module information page in LUSI and select the Online Enrolment and Lecture Capture CMod form.
   b. At the bottom of the form is a tick box labelled Automatic Lecture Capture Enabled. 
      Tick the box to automatically schedule all Lectures for that module to be recorded. This tick box is persistent across academic years.
   c. Click Save.

Alternatively:

Complete the Request to record lecture using Panopto form with the following information:

- Name of event or module;
- Name of lecture theatre where the recording should take place;
- Start time of lecture; and
- End time of lecture.

You will be contacted if Panopto Lecture Capture is not available in the required lecture theatre.

The recording will be scheduled to start and stop automatically.

Remember that you must turn on and wear the microphone provided in the lecture theatre, and ensure it is not muted.
2. Publish your lecture slides and other resources ahead of the lecture - see the Accessibility expectations in the Accessibility & Inclusion guide for further information.
3. Setup an online discussion space e.g. in Moodle forums or an Microsoft Teams space.

**During the Session**

1. Remember to wear a microphone, ensure that it’s turned on and not muted (you should hear yourself via the speakers in large teaching spaces). Smaller teaching spaces may use ceiling or tabletop microphones which you don’t need to wear.
2. Anything displayed on the projector screen or TV will be captured and recorded.

**After the Session**

1. Review your lecture recording and trim the beginning and end it to make sure it only includes your lecture. See the video production online course for guidance on editing a video in Panopto.
2. Add automated captions to your recording and ensure their accuracy.
3. Publish your recording to Moodle.

Microsoft Teams can allow remote attendees to join your in-person lecture and have some limited interaction with the tutor and class. You should check whether the room you’re teaching in has audience microphones so that remote attendees can hear others in the room, and not just the tutor. Ensure that remote attendees get the opportunity to interact and ask questions, it can be easy to forget remote attendees are there so make time to check Teams for questions and raised hands - you could even ask for volunteers to relay questions from online participants to the room.

**Before the Session**

1. Check your timetabled room is appropriate and has the technology you need. All teaching spaces allow remote attendees to hear the tutor, but others also allow video and audience interaction.
2. Schedule a Microsoft Teams meeting - you can do this via Outlook and copy the Join link into your Moodle space, or set up via Moodle.

You can create Microsoft Teams meetings from anywhere you see the text editor in Moodle (e.g. in their own page, in announcements, forum posts, calendar events, assignments etc). Up to 1000 people can join these meetings at one time.

There are no pre-requisites to use this feature. You don’t need to be an existing Teams user, nor do you need to have any collaborative Team spaces set up with students as members. This feature simply creates ad-hoc meeting spaces which you, other staff (if relevant) and your students can join.

Be aware that creating a Teams meeting space via Moodle does not automatically add it to your Outlook calendar (like it does when you create a meeting via Teams). You can add it manually, though.

**To schedule a meeting, seminar, lecture or other live event**

Use the Teams button in the toolbar anywhere you see the text editor in Moodle. This adds a Teams meeting space link to your text.

In this example we will set up a seminar on Moodle.
a. In your Moodle module page, click Turn editing on.

b. Navigate to where you want to add the Teams meeting and click Add an activity or resource.

c. Choose Page and click Add.

d. Type in a relevant name for the page, for example, ‘SOCL101 Online Seminar: 9am 1st December 2020 - SOCL101/L01/02 - Tutor: Jo Bloggs’

e. In the Content section, click the purple Teams meeting button from the editor toolbar.

f. On the Create Teams meeting screen, in the embedded window, if prompted select Sign in (you may have to scroll down to see the Sign in button).

h. If prompted, enter your Lancaster University email address, username and password.

i. If prompted, on the Permissions requested dialogue, click Accept.

j. Enter the details of your event.
k. Click Create.

l. Tick Open in new window if you want the meeting space to open in a new tab for your students (recommended).

m. Click Meeting options and configure as necessary.

n. Click Add link. You will be returned to your content where there will now be a Teams meeting link inserted. You can continue to write other content as normal.

If your students are new to using Teams, it is recommended that you also insert the following link into your text so your students are able to access help joining the event: https://answers.lancaster.ac.uk/x/SAC27AQ

o. If you need to, you can restrict access to the link to a group (e.g. Timetabled group) as follows:

   i. In the Restrict access section, click Add restriction...

   ii. Click Group.
iii. Click on the relevant group to restrict access for.

![Restriction selection](image)

iv. Click the eye icon to choose if you want to make the link visible to the whole Moodle page or only restricted people (recommend the eye is marked as invisible so restrict visibility).

p. Click Save and Display.

### Setting meeting options

The default meeting options are as follows:

- **Only staff and students who are signed in can enter without waiting in the lobby.** This is a useful security feature which minimises the risk of sharing meeting links with external people and them being able to join meetings. Students should be encouraged to sign in to Teams with their Lancaster IT accounts, and you should take care not to admin anyone from the lobby that you don't recognise.
- **Everyone will be a presenter.** This means any member of staff or student can share their screen, mute other participants and start recording, for example. When used in conjunction with the above setting, this means that everyone would have to be signed in with their Lancaster IT account in order to be a presenter.

For more information about managing online meeting spaces, including encouraging best practices among your students around areas such as microphone etiquette, see the best practices for hosting meetings and webinars page in the Teams online course.

Only the person who created the meeting space link will be able to access the meeting options. If, as the person who created the link, you wish to change the above defaults:

a. In Moodle, click the meeting space link to join the meeting (you can do this prior to the actual meeting time).

b. Go to the ... menu then select Meeting options.

c. Set the options required. These will then be saved and will still apply when all participants join at the time of the event.

The person who created the link will not be able to assign anyone else to be a specific presenter, or group of presenters, in advance of the meeting as it is not possible to invite named participants to a Teams meeting when using Moodle, so they will not appear in the list. If the person who is teaching/leading the session wants to set themselves as the only presenter, they will also have to be the person who creates the meeting link in Moodle. Others can be set as presenters after they have joined the meeting, if desired.

An alternative is to set up meeting space links in the Teams app and paste them into Moodle, rather than using the Teams button in Moodle. This is likely to take longer but does allow more flexibility to add other people as specific presenters and restrict attendee roles. View a video explanation of setting up meeting space links and customising meeting space options in the Teams app.
At the time of the event

Navigate to the post in Moodle and click the meeting space link to join.

For guidance on best practices for hosting live sessions, please see the [Best practices for hosting meetings and webinars](#) page in the Teams online course.

After the event

If you have a need to record your session, you will need to ensure this is done during the session itself (it isn't automatic and can't be recovered retrospectively if you forgot to click record). For more information on how to do this, and on recording policy, see the [recordings](#) page in the Teams online course.

If you do record, then by default, anyone who joined the session live will get access to the recording automatically in Teams after the session.

If you need to disseminate the recording more widely, you can embed recordings in Moodle by following the steps below.

If you follow the recommended steps below, please be aware that your video will be visible to any member of staff or student in Microsoft Stream.

If you have a requirement to restrict your recording to a smaller group, you have the option of downloading the .mp4 file from Stream and uploading it to Moodle using [eStream](#). For more information on different sharing options, see [Microsoft Stream help](#).

At the Start of the Session

Arrive early for your lecture to ensure you have time to log-in to and configure Teams. Lectures should end 10 minutes before the hour to ensure the next person has enough time to setup before the start.

1. Login to the lecture theatre PC (if you’d prefer to use your own laptop, see the instructions below)
2. Launch Teams and login using your university username and password. You will be prompted for your One Time Password so ensure you have your authenticator app or device ready.
3. Configure Teams with the correct cameras and microphones (on the lectern)
4. Join the correct Teams call (the one you setup earlier)
5. Open any PowerPoint files or documents you need for the session.
6. Share your screen in Teams so remote attendees can see. It’s best to share your full screen, rather than an individual window, but make sure your emails and any sensitive documents are closed.
7. If appropriate, start a [recording](#) in Teams and let both your online and in-person students know it’s started.

During the Session
1. Remember to wear a microphone, ensure that it’s turned on and not muted (you should hear yourself via speakers in large teaching spaces). Smaller teaching spaces may use tabletop boundary mics which you don’t need to wear.

2. Remember that there are remote attendees, and let them know if the session is being recorded or not and whether there is just microphones or a camera too. Students in the room may join the Teams call from their devices to join in with the chat, but they should ensure their devices speakers are muted as well as their microphone to prevent any audio feedback.

3. Confirm that your remote attendees can hear you by asking them to post in the Teams chat or send a reaction emoji.

4. If you need to share the visualiser with the remote attendees follow the Visualiser instructions below.

5. Stop the Teams recording at end of session and end the call for all attendees. Ensure you fully log off from the computer. Put the microphone back on charge and ensure charging light comes on, ready for the next person to use.

After the Session

1. If you recorded the session, review the automated captions, and make corrections as necessary.

2. Publish the recording to Moodle.

Microsoft Teams can allow remote attendees to join your in-person small group teaching event and interact with the tutor and class. You may find it advantageous for the in-person students to join the Teams call too, so they can interact with the online attendees in the Teams chat. Ensure that remote attendees get the opportunity to interact and ask questions, it can be easy to forget remote attendees are there so make time to check Teams for questions and raised hands - you could even ask for volunteers to relay questions from online participants to the room.

Before the Session

1. Check the room has the technology you need. All teaching spaces allow remote attendees to hear the tutor, but others also allow video and audience interaction.

2. Schedule a Microsoft Teams meeting - you can do this via Outlook and copy the Join link into your Moodle space, or set up via Moodle.

You can create Microsoft Teams meetings from anywhere you see the text editor in Moodle (e.g. in their own page, in announcements, forum posts, calendar events, assignments etc). Up to 1000 people can join these meetings at one time.

To schedule a meeting, seminar, lecture or other live event

Use the Teams button in the toolbar anywhere you see the text editor in Moodle. This adds a Teams meeting space link to your text.

In this example we will set up a seminar on Moodle.

a. In your Moodle module page, click Turn editing on.
b. Navigate to where you want to add the Teams meeting and click Add an activity or resource.

c. Choose Page and click Add.

d. Type in a relevant name for the page, for example, 'SOCL101 Online Seminar: 9am 1st December 2020 - SOCL101/L01/02 - Tutor: Jo Bloggs'

e. In the Content section, click the purple Teams meeting button from the editor toolbar.

f. On the Create Teams meeting screen, in the embedded window, if prompted select Sign in (you may have to scroll down to see the Sign in button).

![Create Teams meeting]

Create Teams meeting

Welcome to Microsoft Teams meetings
Sign in or create your account

Create Teams meeting

<table>
<thead>
<tr>
<th><img src="image1.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Image" /></td>
</tr>
</tbody>
</table>

Sign in

Your meeting info

[![Open in new window](button.png)](button.png)

If prompted, enter your Lancaster University email address, username and password.

h. If prompted, on the Permissions requested dialogue, click Accept.

![Permissions requested]

Permissions requested

Microsoft

gill@lancaster.ac.uk

Permissions requested

Meetings App

![Icon](icon.png)

This application is not published by Microsoft or your organisation.

This app would like to:

- View and manage your online meetings
- View your browser activity
- View other apps on your device

Accepting these permissions means that we, and this app, can see your device, your internet connection, other apps on your device, and your browser activity.

Read the Microsoft and app privacy statements for more information.

![App info](app_info.png)

Cancel Accept

i. Select the Create meeting link button.

![Create meeting link](create_meeting_link.png)

Create meeting link

j. Enter the details of your event.

![Info](info.png)

Try to use a unique name for your event e.g. SOCL101 Online Seminar: 9am 1st December 2020
k. Click **Create**.

l. **Tick Open in new window** if you want the meeting space to open in a new tab for your students (recommended).

m. Click **Meeting options** and configure as necessary.

n. Click **Add link**. You will be returned to your content where there will now be a Teams meeting link inserted. You can continue to write other content as normal.

If your students are new to using Teams, it is recommended that you also insert the following link into your text so your students are able to access help joining the event: [https://answers.lancaster.ac.uk/x/SA27AQ](https://answers.lancaster.ac.uk/x/SA27AQ)

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i. In the **Restrict access** section, click **Add restriction**...

ii. Click **Group**.

iii. Click on the relevant group to restrict access for.

iv. Click the **eye icon** to choose if you want to make the link visible to the whole Moodle page or only restricted people (recommend the
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- Only staff and students who are signed in can enter without waiting in the lobby. This is a useful security feature which minimises the risk of sharing meeting links with external people and them being able to join meetings. Students should be encouraged to sign in to Teams with their Lancaster IT accounts, and you should take care not to admin anyone from the lobby that you don’t recognise.
- Everyone will be a presenter. This means any member of staff or student can share their screen, mute other participants and start recording, for example. When used in conjunction with the above setting, this means that everyone would have to be signed in with their Lancaster IT account in order to be a presenter.

For more information about managing online meeting spaces, including encouraging best practices among your students around areas such as microphone etiquette, see the best practices for hosting meetings and webinars page in the Teams online course.

Only the person who created the meeting space link will be able to access the meeting options. If, as the person who created the link, you wish to change the above defaults:

a. In Moodle, click the meeting space link to join the meeting (you can do this prior to the actual meeting time).

b. Go to the ... menu then select Meeting options.

c. Set the options required. These will then be saved and will still apply when all participants join at the time of the event.

The person who created the link will not be able to assign anyone else to be a specific presenter, or group of presenters, in advance of the meeting as it is not possible to invite named participants to a Teams meeting when using Moodle, so they will not appear in the list. If the person who is teaching/leading the session wants to set themselves as the only presenter, they will also have to be the person who creates the meeting link in Moodle. Others can be set as presenters after they have joined the meeting, if desired.

An alternative is to set up meeting space links in the Teams app and paste them into Moodle, rather than using the Teams button in Moodle. This is likely to take longer but does allow more flexibility to add other people as specific presenters and restrict attendee roles. View a video explanation of setting up meeting space links and customising meeting space options in the Teams app.

At the time of the event

Navigate to the post in Moodle and click the meeting space link to join.

For guidance on best practices for hosting live sessions, please see the Best practices for hosting meetings and webinars page in the Teams online course.

After the event

If you have a need to record your session, you will need to ensure this is done during the session itself (it isn’t automatic and can’t be recovered retrospectively if you forgot to click record). For more information on how to do this, and on recording policy, see the recordings page in the Teams online course.
If you do record, then by default, anyone who joined the session live will get access to the recording automatically in Teams after the session.

If you need to disseminate the recording more widely, you can embed recordings in Moodle by following the steps below.

1. If you follow the recommended steps below, please be aware that your video will be visible to any member of staff or student in Microsoft Stream.
2. If you have a requirement to restrict your recording to a smaller group, you have the option of downloading the .mp4 file from Stream and uploading it to Moodle using eStream. For more information on different sharing options, see Microsoft Stream help.

MultiExcerpt named ‘stream in moodle’ was not found
The multiexcerpt named ‘stream in moodle’ was not found. Please check the page name and MultiExcerpt name used in the MultiExcerpt Include macro.

3. Give preparatory instructions to students – students should bring a laptop, if you’d like them to interact with remote attendees they should, and if you plan to break students into smaller groups they may also need to bring a headset.

At the Start of the Session

Arrive early for your seminar to ensure you have time to log-in to and configure Teams. Seminars should end 10 minutes before the hour to ensure the next person has enough time to setup before the start.

1. Login to the seminar room PC (if you’d prefer to use your own laptop, see the instructions below).
2. Launch Teams and login using your university username and password. You will be prompted for your One Time Password so ensure you have your authenticator app or device ready.
3. Configure Teams with the correct cameras and microphones (these are printed on a card on the lectern).
4. Join the correct Teams call (the one you setup earlier).
5. Open any PowerPoint files or documents you need for the session.
6. Share your screen in Teams so remote attendees can see. It’s best to share your full screen, rather than an individual window, but make sure your emails and any sensitive documents are closed.
7. If appropriate, start a recording in Teams and let both your online and in-person students know it’s started. NO automatic recording will happen.

During the Session

1. Remember to wear a microphone, ensure that it’s turned on and not muted (you should hear yourself via speakers in larger seminar rooms). Smaller rooms may use tabletop or ceiling boundary mics which you don’t need to wear.
2. Remind students that there are remote attendees, and let them know if the session is being recorded or not and whether there is just microphones or a camera too. Students may find it useful to join the Teams call from their devices to join in with the chat and to see the remote attendees, but they should ensure their devices speakers are muted as well as their microphone to prevent any audio feedback.
3. Remind the remote attendees how to interact with you i.e. whether to post question in the Teams chat, and to use the raise hands functionality if they’d like to speak. If your room has audience microphones, remote attendees will hear questions in the room, otherwise you should repeat the question for those online before answering.
4. If you need to share the visualiser with the remote attendees follow the Visualiser instructions below.
5. Stop the Teams recording at end of session and end the call for all attendees. Ensure you fully log off from the computer. Put the microphone back on charge and ensure charging light comes on, ready for the next person to use.

After the Session
1. If you recorded the session, review the automated captions, and make corrections as necessary.
2. Publish the recording to Moodle.

Follow the steps above for starting a Teams meeting in your lecture or large teaching event first.

1. Open the Windows Camera application on the Teaching Space PC.
2. Press the change camera button until the image showing the PC appears.
3. Share the screen in Teams, if not doing so already.
4. Switch the presentation source for the projector to the Visualiser (using the control panel on the lectern).

In most campus Teaching spaces the room based cameras and microphones are only available to the Teaching Space PC. Therefore any Teams call will need to be started on the Teaching Space PC, but then a laptop device can join the same call and present content.

1. Log in to the teaching space PC and Log in to Teams
2. Join relevant call
3. Configure Teams with the correct cameras and microphones (these are printed on a card on the lectern)
4. From your laptop, join the Teams call without audio. This will allow content to be shared from the laptop device but the camera and microphones to come from the PC.

Alternatively in the following rooms, the room-based Cameras and Microphones are available to Laptops as well as the Teaching Space PC.

The room information sheet will detail what camera and microphone device to select on your laptop:

- George Fox LT1
- Bowland Main LT
- Margaret Fell LT
- County Main SR’s 1-7
- Bowland North SR1, 3, 4, 5, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 24, 25, 26, 27
- Fylde SR’s C x 3, D x 3
- Charles Carter A02, A04, A05
- LICA Seminar Rooms A04, A05, A06
- Faraday Seminar Rooms 1, 2, 3 and 4
- FASS Meeting Rooms 1, 2 and 3

Frequently Asked Questions

If part of your cohort are remote and cannot attend in-person sessions, then firstly, consider running separate sessions - one in-person session and one online session. If this is not possible, then do Dual Mode Teaching as described above. One option is to record the in-person lecture using Panopto and remote learners can watch it on demand, followed by some online group discussion. Alternatively, use Teams in the room and have students interact via chat and use the microphones in the room for audio questions.
There are 3 main ways to share content via Teams, using PowerPoint live to present, sharing a specific application or sharing your whole screen.

- PowerPoint Live allows you to share your slides without having to directly share your screen. An advantage of doing this is that you can see your slides and the meeting chat side by side. You should consider using focus mode to give extra space for the slides so they’re easier for those in the room to view. Be aware that you are sharing your slides only, if you need to use any other applications, or browse the web, this won’t be shared with the remote attendees, you must remember to stop sharing your slides and to share these instead. You can learn more about PowerPoint Live on the Presenting with PowerPoint Live in Microsoft Teams page.

- Sharing a specific application is a good option if you want to present one application for the entire session. You can arrange your screen to show multiple windows e.g. your slides and the meeting chat (but make sure they’re big enough for those in the room to see). The application you’re sharing will have a red box around it so you can quickly identify what the remote attendees are viewing. If you need to switch applications, you must remember to stop sharing and re-share the new application.

- Sharing your whole screen allows you to switch between any application and be confident that the remote attendees can see it without having to stop and reshare. What you see on your computer screen is what they see, and the entire screen will be outlined with a red box to indicate that everything is being shared. Please ensure that you have any confidential documents or emails closed before using this method as they may become visible during the session otherwise.

See instructions for Setting up a wireless microphone. Remember to check the microphone isn’t muted before you start your session.