

## **A quick guide to blended learning**

For the academic year 2020-21 we will be using a flexible blended learning mode of teaching delivery in response to the Covid-19 situation. This is designed to give you the best possible learning experience within an environment established to support the health and well-being of all members of our university community.

This means that, in these current circumstances, classes will generally be conducted through a mixture of:

- pre-recorded lectures and other content (such as short instructional videos), all specially produced for your modules by our teaching staff;
- face-to-face classroom teaching sessions (including seminars and workshops) with appropriate social distancing in place, which will be both live-streamed for students to join live online and recorded for members of the class to view later;
- online teaching sessions (including seminars and workshops) which students can join live or view later.

Lectures and other pre-recorded content, along with recorded live sessions and other resources and formative study activities, will be available through our Canvas virtual learning environment. The latest instalment of each module's pre-recorded content will be released at a regular, scheduled time on a weekly basis throughout the term.

Online teaching sessions will primarily be conducted through Microsoft Teams. You will have your own University of Winchester Teams account, and will be able to access online classes (both live and recorded) by logging onto Teams, as well as through your Canvas account. Please see below for some useful tips on using Teams.

As a result of current social distancing requirements, you will join some of your timetabled live classes online and some in person in the classroom. Your timetable will show the times for all of these sessions. You will be able to find the detailed schedules for these online/face-to-face sessions on your module Canvas pages (i.e. which sessions you should join in person and which you should join online).

For reasons of safety, it is essential that you attend in person only those sessions where you have been allocated to do so. Also for reasons of safety, students cannot swap their attendance at face-to-face sessions i.e. you cannot choose to attend a session in a different week from the one designated.

You must, of course, follow all of the University's safety guidelines in classroom activities. Programmes with specialist practical sessions may also have additional guidelines for classroom safety.

You are expected to attend all of your scheduled face-to-face sessions, except in cases of illness, self-isolating or shielding (by agreement with the University), or other absence agreed in advance.

We envisage that, for the duration of social distancing requirements, tutorials and other one-to-one meetings with your lecturers and support staff will normally take place through Microsoft Teams. These will be scheduled in advance by agreement with the teaching and support staff involved.

The Library will be offering a click-and-collect online system for borrowing books and other learning materials. Many books, articles and other texts will also be available to access directly online. It will be possible to book computer workstations in the Library and in specialist learning spaces in advance online. Students using university computers and other university equipment are of course asked to follow the safety protocols in place.

You will have the opportunity in your classes to give regular feedback on your learning experience. You are of course also very welcome to speak with your lecturers and programme administrators if you have any questions, suggestions or concerns.

The University of Winchester is committed to working to promote the best possible experience for our students and we very much appreciate your understanding as a valued member of our university community, a community which will continue to prosper through our spirit of mutual respect and support.

### **Tips for using Teams:**

- Microsoft Teams can be accessed via a web browser, but you can also download desktop and mobile apps that bring a range of benefits.
- You should be able to view all of your modules and other groups through the 'Teams' tab on Microsoft Teams.
- Automatic captioning is available on Microsoft Teams and can be turned on (and off) at your discretion.
- Please ensure that your microphone is muted when you join a Microsoft Teams session. Remember to unmute it when you want to speak, but take care to mute it again when you have finished.
- The 'raised hand' function on Microsoft Teams can be used to gain your lecturer's attention when you want to ask or answer a question or make a point in class.
- In streamed sessions, the 'raised hand' may not be noticed and it is better to simply type your question into the chat window.
- Take the time to read other students' contributions and consider 'liking' questions or comments that you consider important. This helps the tutor identify priority issues.
- Please show the same politeness and respect when using Teams as you would when present in the classroom.
- Please remember, most Teams sessions will be recorded.
- You can choose to have your camera on or off when using Microsoft Teams to join classes.
- There may be times, for example during assessments, when you are required to have your camera on.
- If you choose to, you can also select a 'background', which will help ensure your privacy when working remotely.
- Library and careers information sessions as well as social events may also take place online. Please look out for any additional online sessions which your programme may organise.