

## Guidance for Students re-online delivery of teaching in SPIR

Dear SPIR Students, you will now be in the process of being taught online, in many cases for the first time. Below are some key points and some advice on how to prepare for remote study, please also see the SPIR Student FAQs which I have attached to this email.

### Key Points

You may well need help with the practicalities of online study, the following are contacts to get in touch with depending on the issue you are facing:

1. If you are unable to access online seminars at all, because of lack of broadband connection or timezone problems, please let your Seminar Tutor know so that they can advise how best to cover the seminar material.
2. If you encounter technical problems with logging on to a session, then please email: [servicedesk@qmul.ac.uk](mailto:servicedesk@qmul.ac.uk)
3. If you are having difficulty with dealing with online formats for health or disability reasons, please contact your Module Convenor to discuss what can be done to respond to your needs.
4. If you have inquiries related to ECs, please contact: Jason (1<sup>st</sup> years); Bronwyn (2<sup>nd</sup> and 3<sup>rd</sup> years); Alex (PGT) as normal.
5. If you have problems submitting work to QMPlus, please email [spir-assessments@qmul.ac.uk](mailto:spir-assessments@qmul.ac.uk)

**Please note that we will not be monitoring student attendance at seminars for the remainder of this semester.**

### Student Advice on Preparing for Remote Study

Online teaching will be new for many students and teachers. Rather than waiting for the first seminar to get ready,

#### Be Kind to Yourself and Your Teachers

This will be the first time you and many of your teachers have used online platforms. Be patient with them and yourself. You might not everything right first time, but we are all trying to adapt to this unprecedented situation as fast and as well as we can.

#### Secure Materials for Study

A large number of people worldwide are moving to remote study and remote working. This is likely to place pressure on Internet services. We have no reason to believe that University systems will not remain online, but you should be prudent and prepare for internet connectivity issues that might impact upon your ability to download material.

- You might organise digital copies of reading in a set of folders on your hard drive, or use software like [Zotero](#) (free) to manage this.
- Make a local back-up of scanned reading, slides and other material on your device. [You might also consider saving the QMplus webpage itself.](#)

#### Familiarise Yourself with Tools

Bookmark the E-Learning Unit's [guidance pages](#) which provide information guides on the use of e-learning tools. Guides are broken down by application and into staff and student guides.

Make the most of any lecture recordings made available through [QReview](#).

Students can use the [Moodle Mobile app](#) to access their QMplus modules and the content on them and access Q-Review lecture capture features via the [Echo360 mobile app](#). For any queries regarding the use of these tools IT Services and the E-learning Unit can be contacted through a [Live Chat 24/7](#)

### Set up your Physical Environment

Identify where you will participate from. Everyone will have different kinds of space available, so just try to find the space that's best for you. Consider the following:

- Can you find a private space?
- If you know when sessions will take place, try to let others know so that they won't disturb you?
- If there will be two-way audio and/or video chat, try to find a space where you won't disturb others.
- Some remote teaching and meeting platforms have the option for participants to share video or screens. Whether or not this is enabled is up to you. Visual cues and body language add a surprising amount to communication, particularly for one-on-one meetings, but remember it is always your decision whether or not to share video. If you do not feel comfortable sharing video from your camera, don't.
- If you do decide to share from your camera, think what is in the background and whether you want to share it with everyone.

### Set up Your Hardware

You should identify hardware you will use. This will include thinking about:

- o Whether you use a phone, tablet, laptop or desktop. Generally speaking a larger screen will be better as you will be able to see more detail.
- o Where you will place your screen? If you are using a mobile device, make sure you can use it hands free.
- o If you have more than one screen (e.g. a laptop and a phone) think about using the second screen to have other class materials in front of you.
- o Do you have a set of headphones that you can use if you cannot get a quiet/private space?