Remote Teaching Guidelines
Part III Lectures and Examples Classes
Lent 2021

Last Updated: 12th February 2021

This document supplements the Faculty’s Lecturing and Examples Class Guidelines for Lent 2021, and contains both procedural and more practical advice.

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1. Guiding principles
The Faculty aspires to the highest standards of teaching in these unusual circumstances. In particular, it aims to
- deliver lecture course content of the same quality and degree of sophistication as in a normal year;
- provide students with an engaging and interactive learning experience, in particular the opportunity to ask questions;
accommodate students experiencing illness, those studying remotely due to health concerns and those with different access requirements to the extent that this is feasible.

Faculty guidelines
The Faculty’s Teaching Guidelines for Lent 2021 are available on the Faculty’s Online Teaching Moodle at https://www.vle.cam.ac.uk/course/view.php?id=214551, and from the Faculty webpage under ‘Internal’ → ‘Teaching and Examining’.

2. Lecture and examples classes

Organisation of lectures
Lectures have been timetabled as usual in the mornings. The Faculty has agreed that lectures can be pre-recorded, or live-streamed remotely at the scheduled lecture time; a course may include combinations of these. Lecture courses that are live-streamed are marked by an asterisk on the lecture list. (Note that it will not be permitted for students to offer two courses for examination that are lectured at the same time.)

Organisation of examples classes
Examples classes are timetabled in the afternoons Monday-Friday, and should be live-streamed at the scheduled time. In the majority of cases, clashes between classes reflect those present in the morning lecture timetable. This year the timetable is advertised to students via timetable.cam.ac.uk, but you are encouraged to advertise confirmed times to students via your lecture course Moodle.

Please contact the Undergraduate Office (UGO) at examplesclasses@maths.cam.ac.uk before making any changes to the agreed times. This will ensure that timetable clashes are minimised and students receive consistent information.

Purpose and frequency of examples classes

● The purpose and expected frequency of examples classes remain that set out in the Faculty Examples Class Guidelines at https://www.maths.cam.ac.uk/internal/teaching/files/examples-class-guidelines.pdf.

3. Student support

Office hours

● In order to compensate somewhat for the lack of in-person lecturing in Part III, lecturers are expected to be available to students once per week, in addition to lectures. Lecturers should offer each week an online office hour, with timing advertised in advance. An examples class given by the lecturer fulfils the office hour requirement for the week in which it is given.
● Office hours should not be recorded.

Examples class marking

● It is essential that we provide the normal amount of marking feedback to students this academic year (i.e. on two questions per examples sheet).
● Students will be expected to submit work in pdf format via the lecture course Moodle unless instructed otherwise, and a facility for this purpose has been provided on each lecture course Moodle alongside detailed instructions.

● Work may be marked either electronically on a tablet, or annotated directly on the Moodle. Instructions for how to mark and return work to students are provided on each lecture course Moodle.

● Self-assessment forms are available on every lecture course Moodle. These are required for classes paid for by the Colleges, but you may wish to use them to obtain feedback on how students are getting on with your examples sheets this term even if you don’t normally use them. Feedback from students (and colleagues) shows that examples classes tend to be more effective when the lecturer/instructor is able to establish in advance which questions students had the most difficulty with. If you wish to use the self-assessment form, you (or your examples class instructors, if applicable) will need to explicitly ask students to complete it before each class.

4. Recordings

● The University requires all lectures to be recorded and posted online.

● Recordings should be made available on Panopto and linked from the course Moodle page. Instructions are provided on each Part III lecture course Moodle.

● All Part III and PhD students in the Faculty are able to self-enrol in these lecture course Moodles. All other members of the University wishing to access lecture recordings are requested to contact partiii-secretary@maths.cam.ac.uk.

● Recordings of lectures that are not live-streamed should be posted by the time the lecture would normally be held according to the published lecture list.

● Recordings of lectures that are live-streamed should be posted by the end of the day on which they were given. **If you choose to live-stream a Part III lecture remotely, and forget to record it, you must still ensure that a suitable recorded lecture is uploaded by the end of the day.**

● The Faculty expects examples classes which cannot be attended by all students registered for the class to be recorded (and uploaded to the corresponding folder on Panopto). Where a lecture course runs multiple examples class groups in parallel, it is sufficient for one group to be recorded. The responsibility for ensuring that at least one high-quality recording per examples class is made available to the cohort in good time lies with the course lecturer.

● **Examples class recordings will only be available to Part III students who are registered for the examples classes for a particular course and who log in with their Raven ID.** Lecture recordings may be shared with a wider range of auditors from within the University (including members of other departments). In either case, users will have agreed under the University’s Policy on Recordings to use these recordings for study purposes only, and to not share them online or in any other way.

● This term, in order to enable students participating in live-streamed lectures and examples classes to keep their video cameras on without fear of their video being recorded, **we recommend that you set up Zoom recordings in such a way that students’ video feeds are not recorded** (see Appendix B for how to record audio and the shared screen only). For the avoidance of doubt, while we recommend that
pre-recorded lecturers include a thumbnail of the lecturer, it is acceptable for recordings of live-streamed lectures and examples classes to not contain such a thumbnail.

- The Faculty expects recordings of lectures and examples classes to remain available to students until 30 June 2021 or until the 2021 examinations are complete, whichever is later.
- All recordings are subject to the University's Policy on Recordings, available at https://www.educationalpolicy.admin.cam.ac.uk/supporting-students/policy-recordings.

5. Access to live-streamed lectures and classes

- Zoom links for live-streamed lectures and examples classes should be advertised to students via the lecture course Moodle.
- Members of the University outside the Faculty of Mathematics have no automatic right to attend examples classes, though they may request access by emailing partii-secretary@maths.cam.ac.uk.
- While it will not be possible to give access to Moodle/Panopto to anyone outside the University, the Faculty Board has agreed that it is acceptable for participants external to the University who are personally known to the lecturer to “attend” live-streamed graduate courses provided that all Cambridge participants have given their consent and this consent has been recorded.

6. Choice of platform and equipment

- The recommended platform for live-streaming and recording is Zoom. Everyone teaching live and remotely in Part III in 2020/21 is eligible for an education licence from the Faculty bundle. Please fill in the form at https://forms.gle/1DW2wCidLoXpbFiPA if you require such a licence.
- Part III lecturers who hold UTO or CTO status may claim reimbursement for the purchase of a tablet acquired for the purpose of teaching in Part III, and should contact their departmental administrator for details.
- Examples class instructors (i.e. those teaching examples classes who do not hold UTO or CTO status) may request a tablet on loan for the purpose of teaching and/or marking in Part III, and should notify the Part III Secretary (partii-secretary@maths.cam.ac.uk) of their need as soon as possible.

7. Notes on delivery

- Student feedback on Michaelmas term lectures showed a very clear preference for live writing of notes on a tablet or blackboard rather than talking through pre-prepared slides or notes. The main reasons for this appear to be that it helps the lecturer pace the lecture better and it helps the students take notes more easily. Hence live writing of (the majority of) notes is recommended, particularly if you would normally lecture this way in-person.
• If you choose to use slides or “fill in the gaps” via Zoom, be very mindful of the pace and the amount of content in each lecture, and pay particular attention to transitions between slides.
• Analogous considerations apply to live-streamed examples classes.
• Students find pre-recorded lectures more engaging if they can see the lecturer in a thumbnail video.
• You will wish to ensure that any filming from your webcam is done against a suitable background and in suitable attire, and avoid unnecessary distractions during your class/recording.
• You may pre-record your lectures in MR2 or MR3, which are fully equipped for lecture capture. You must pre-book the room via Reception, and it is strongly recommended that you schedule a trial session prior to attempting your first recording.

8. Practical advice for live-streamed lectures and examples classes

Preparing for the live-streamed lecture/examples class:
• Please ensure that the Zoom link for your lecture/examples class is available to students via the lecture course Moodle at least 48h in advance of the lecture/class. It is recommended that you set up a recurring meeting for your lecture/examples class and use the same Meeting ID each time.
• It is strongly recommended that you do not give out your personal meeting ID to students but instead create a new meeting for the lecture/class, ideally with a password. More detailed information on recommended settings is included in Appendix B.
• Students who have registered for your examples class will be added to a special group called ‘Examples Class Students’ on your lecture course Moodle by Wednesday, 3 February. You can view this group by clicking on the cogwheel just below your name in the top right corner of your lecture course Moodle, and then selecting ‘Groups’. If your course runs multiple examples class groups, these are visible to you in the same way.
• The UGO will update this list throughout the term. Students must inform the UGO by emailing examplesclasses@maths.cam.ac.uk if they wish to drop/add your course after the registration deadline. Please do not enrol/unenrol any students yourself.
• If you find yourself unable to give the lecture/class at the scheduled time, please let the UGO know as soon as possible. If you need to postpone at the last minute, please notify your students directly via the lecture course Moodle in addition to informing the UGO.
• Since real-time interaction with your students may be more limited than usual (but see notes on interaction below), you may wish to ask them to complete a self-assessment form before each examples class. This is by default available on your lecture course Moodle. You may also wish to ask your students to submit any important questions they would like to see answered in the examples class by email ahead of time.
During the live-streamed lecture/class

- **All lectures, and all examples classes that cannot be attended by all students, need to be recorded** (see Appendix B for recommended Zoom settings). The list of students appearing in the examples class group on your lecture course Moodle will be the list of students that are expected to attend your class. You may access this list by clicking on the cogwheel in the top right corner of your lecture course Moodle and selecting ‘Groups’ from the drop-down menu.
- You may wish to mute your students for most of the lecture/class to ensure clear communication. If you choose to do this, it is important to explain to students at the start of the class how they can ask questions. Zoom has a ‘raise your hand’ button, a concurrent chat, or you can simply provide an opportunity for questions at various points during the class.
- Please avoid commenting on students’ background or appearance, even if well-intentioned.
- To avoid unintentionally transmitting non-relevant information to students, it is recommended that you share the relevant application window only, close non-relevant applications and turn off notifications on your computer or other device.
- Examples class instructors requiring an attendance record in order to claim payment from the Colleges or the departments should ask their students at the start of the class to sign in the chat with their name and CRSid, and then save the chat before the end of the class. In Zoom this is done by clicking on the button consisting of three dots inside a square, which is available from inside the chat.

After the live-streamed lecture/class

- **Please upload any recordings you have made to Panopto via your lecture course Moodle by the end of the day.**
- If you wrote on a tablet or a piece of paper during the lecture/class, please consider converting your output to pdf and making it available to students, by adding it to your lecture course Moodle (see instructions under ‘Supplementary Materials’ on your lecture course Moodle).

Tips for encouraging interaction in live-streamed examples classes

- A class is likely to feel less ‘anonymous’ and more interactive if students keep their video camera on. However, many students (understandably) feel uncomfortable about their video being recorded. We therefore recommend that you record the audio and shared screen of live-streamed lectures and examples classes only (see Appendix B for how to arrange this in Zoom) and that you confirm this to your students at the start of the class.
- Since it can be difficult to see more than a handful of students while sharing a screen in Zoom, you may wish to log in with a second device in ‘Gallery’ view to see a larger number of your students at a glance.
- You may reassure students that examples class recordings are only made available to those students registered for the examples classes for your course.
- Even with this reassurance, some students will not be comfortable speaking up during the class, so you may wish to advise them to put questions in the chat, or reserve some time at the end of your class for ‘unrecorded’ interaction.
● Depending on the size of your examples class, you may wish to take some time at the start of the first class for each student to introduce themselves. In addition to creating a 'community', this may help students feel more comfortable speaking during the remainder of the class.
● Understanding which lecture topics and which parts of the examples sheet students had the most difficulty with is likely to make your class more effective and interaction more fruitful, so you may wish to ask students to submit a self-assessment sheet before each class. Alternatively, you could poll students on their preferences during the class (Zoom’s polling feature allows for questions to be prepared and saved beforehand).

9. Practical advice on pre-recording in MR2/MR3

Practical advice on pre-recording lectures in MR2/MR3 is available on the Faculty’s Online Teaching Moodle at https://www.vle.cam.ac.uk/course/view.php?id=214551.

10. Practical advice on (pre-)recording on Zoom

**Using your tablet with Zoom**

● The easiest way to use your tablet in this set-up (which works across all operating systems) is to install the Zoom app on your tablet. Having started your Zoom meeting on your main computer, you then also join the meeting on your device. In order for your tablet’s screen to appear to other participants in the call, click on ‘Share Screen’ in your tablet’s Zoom app.
● Zoom’s ‘spotlighting’ feature helps to ensure that your tablet’s screen remains the main focus of the call at all times (otherwise the meeting’s focus may switch to the person speaking).
● If you have an iPad and use Zoom on a Mac, you can share your iPad’s screen directly via AirPlay (click ‘Share Screen’ while hosting the meeting on your Mac, then ‘iPhone/iPad via AirPlay’). Some colleagues experienced problems with AirPlay on the Eduroam network in the CMS last term. You are therefore strongly advised to test in advance that you are able to use your desired set-up when teaching from your office in the CMS.
● Notability and GoodNotes are popular options for writing notes on the iPad, but other apps (including the free integrated Notes app) may also work for you.
● On occasion there may be some delay before your writing appears on the shared Zoom screen, so you may need to slow down/pause for a few seconds.
● It is highly recommended that you mute any audio on your tablet during the call.
● You will also want to ensure your tablet is fully charged or connected to power.
● If you are pre-recording, remember to resize the thumbnail image of yourself to the desired size prior to starting the recording.
● If you are live-streaming your class/lecture, you may wish to set it to record automatically (see Appendix B).
Sharing slides or notes on Zoom

- You will need to prepare a pdf in advance, either by writing on paper and scanning your notes (see Section 11 below), preparing notes on your tablet, or using your preferred LaTeX editor.
- Landscape format lends itself better to sharing on screens, so you may wish to consider producing slides in Beamer (https://ctan.org/pkg/beamer?lang=en). Beamer also has the advantage of allowing ‘overlays’, meaning you can reveal content one line at a time.
- When your pdf file is ready, simply open it in your preferred pdf viewer. Once in your Zoom meeting, share your screen by clicking on ‘Share Screen’ in Zoom. It is recommended that you select the application window corresponding to your pdf viewer from the list of options that appears, rather than share your entire Desktop. This can help avoid accidental ‘over-sharing’ of personal information (such as your inbox) during the call.
- Now scroll/click through your slides as you speak.
- If you are pre-recording, remember to resize the thumbnail image of yourself to the desired size prior to starting the recording.
- If you are live-streaming your class/lecture, you may wish to set it to record automatically (see Appendix B).

11. Practical advice on Panopto

Panopto is the University’s video platform of choice, and is integrated with your lecture course Moodle. Confusingly, Panopto is also the name of a piece of recording software. For the avoidance of doubt, we do not currently recommend that you record directly via the Panopto Recorder (unless you are recording in MR2/MR3).

- Instructions for how to upload to Panopto and set release times for each video are available on your lecture course Moodle. We have already set up separate folders for lecture and examples class recordings.
- Note that while uploading a standard-length lecture to Zoom tends to take no more than a few minutes, Panopto subsequently ‘processes’ the video before making it available to students. This can take up to half an hour, so please ensure you begin the upload process in good time.
- In Michaelmas we recommended that lecturers and students use the ‘Discussion Box’ provided by Panopto alongside each video to exchange comments on the material lectured and flag up any potential inaccuracies that may have occurred. For various reasons this has turned out not to be workable, so instead we have enabled a Discussion Forum on each lecture course Moodle for Lent, which students may post to. Please tell your students whether you plan to monitor the forum, or whether you would prefer to be contacted directly by email with any queries.
- By default, Panopto allows students to stream (rather than download) content only. However, it is now possible for individual ‘creators’ to adjust the settings to allow students to download. **The Faculty strongly discourages lecturers from enabling downloads for students.**
- **The Faculty encourages lecturers to consider enabling automatic captions on Panopto** in order to assist students with disabilities or specific learning difficulties. Students report automatic captions as helpful even if the mathematical content of the
lecture is not captured accurately. In order to enable captions, log in to your course folder on Panopto, hover over the thumbnail of the video you wish to enable captions for, and click ‘Edit’. Select ‘Captions’ from the menu on the left-hand side of the screen. Click on ‘Import Captions’ and then select ‘Import automatic captions’ from the drop-down menu. You may edit your captions if you like. To save your captions and any changes made, click on ‘Apply’ near the top right. You need to do this separately for each video as it is unfortunately not possible to enable captions on a folder level.

- If you press ‘delete’ on a video file on Panopto, the file will be moved to the bin, where it will remain for 30 days before being permanently deleted. During this time it cannot be seen by students, but can still be viewed by administrators with access to your course folder.

11. Practical advice on scanning

- Handwritten notes are most conveniently scanned using your smartphone. Several apps for this purpose are available free of charge. These include CamScanner and Adobe Scan, which are the two apps we will recommend to students. They are suitable for both iOS and Android devices. CamScanner allows free access to its Premium version provided you create an account with your CRSid@cam.ac.uk email address (but please do not re-use any of your University passwords).
- If you own an iPhone, you may instead wish to follow the instructions provided at https://support.apple.com/en-us/HT210336.
- If you own an Android phone, you may instead wish to use the Google Drive App as explained at https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en.

12. Further guidance and support

General IT issues
Issues with devices (smartphones, tablets, laptops) may be brought to the IT team’s attention at help@maths.cam.ac.uk, who will do their best to assist. Please be as specific as you can by identifying the make and model of the device, the version of your operating system and any error messages you may have received.

Moodle/Panopto issues
All queries related to Part III or graduate lecture course Moodles should be addressed to Alex Hancock at partiii-secretary@maths.cam.ac.uk.

University Recording Policy
The University’s Policy on Recordings can be viewed at https://www.educationalpolicy.admin.cam.ac.uk/supporting-students/policy-recordings and takes effect from 5th October 2020 (i.e. it applies to all material created on or after this date).
Useful information on copyright compliance, including on what materials can be used in recordings under the ‘fair dealing’ exception, can be found at https://www.legal.admin.cam.ac.uk/copyright-compliance/lecturers-and-instructors.

University Guidance on Remote Teaching
The Cambridge Centre for Teaching and Learning has put together guidance on remote teaching, which can be accessed at https://www.cctl.cam.ac.uk/teaching-2020-21/educational-technologies.
Note that this advice is not subject-specific and may therefore differ from that given by the Faculty.

Feedback
Please send any comments on this document to director-tpe@maths.cam.ac.uk.

Appendix A: Moodle instructions
Instructions are available directly on your Part III lecture courses Moodle. If you experience any problems with these instructions, please contact Alex Hancock at partiii-secretary@maths.cam.ac.uk.

Appendix B: Recommended Zoom settings
Guidance on how to set up and join a meeting is available at https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials as well as on the University’s pages at https://www.cctl.cam.ac.uk/teaching-2020-21/educational-technologies.

In addition, information on the basic settings you are likely to require for your lecture/class is given below. It is recommended that you take the time before your first class to look through some of the advanced settings that are enabled on Zoom by default. You can find these by accessing ‘Preferences’ via your Zoom app’s main menu, clicking on ‘General’ and then ‘View More Settings’ at the bottom of the screen. Zoom features change frequently so it is worth checking these settings from time to time.

Recording locally or to the cloud
- Zoom offers the option to either record locally (to a folder on your computer) or to the cloud (to a remote folder within your Zoom account, which you can access by logging in at zoom.us with your credentials). You will be given a choice between these two options when you press the ‘Record’ button at the start of your lecture/class.
- You can declare your preferences for each option by accessing ‘Preferences’ via your Zoom app’s main menu and clicking on ‘Recording’. Depending on your choice, your recording may look slightly different. Some key differences are outlined below, but it is highly recommended that you experiment with these settings before your first class/lecture to determine what suits you best.
Using Zoom for pre-recording lectures

- In order to pre-record a lecture on Zoom, you will need to schedule and start a meeting which is only attended by yourself (and possibly your device).
- To schedule a meeting, press the plus button from within the Zoom app. A dialogue with various options will appear. These are all essentially irrelevant for pre-recording, but are explained in more detail under “Scheduling your live-streamed lecture/examples class” below.
- If you are recording locally, then you can ensure that your full screen remains visible in the recording and your thumbnail image is placed to the side of your shared screen by visiting ‘Preferences’ in your Zoom app, clicking on ‘Recording’ and ticking both ‘Record video during screen sharing’ and ‘Place video next to the shared screen in the recording’. (Please contrast this with the recommended setting for live-streamed lectures and examples classes below.)
- You may resize your thumbnail image prior to starting the recording by clicking and dragging one corner. Again, you may wish to experiment with this prior to recording your first lecture in full to see the effect this has on the recording.
- If you are recording to the cloud, then Zoom appears to automatically place your thumbnail in a semi-overlapping position with regard to your shared screen, provided you have checked both ‘Record active speaker with shared screen’ and ‘Record thumbnails when sharing’ in your Cloud Recording Preferences.

Scheduling your live-streamed lecture/examples class

- To schedule a meeting, press the plus button from within the Zoom app. A dialogue with various options will appear.
- If you are planning to run more than one class addressed at the same cohort (e.g. because you are giving a lecture course), then you should tick the box ‘recurring meeting’. This ensures that students can access your class using the same meeting ID each time. You will not need to specify a date and time (though you can if you want to).
- If you are planning to run a set of classes for different groups of students and do not expect students to move between them, it is recommended that you set up a separate meeting for each. You will need to specify the date and time.
- You may ignore the choice of calendars that appears when setting up a meeting if you do not use/have access to any of these.
- For security reasons it is strongly recommended that you do not give out your personal meeting ID to students, and instead allow Zoom to automatically generate a meeting ID for your class.
- By default, your meeting should have a password. This will be included automatically in the Zoom link you will post to your lecture course Moodle.
- Do not enable the ‘waiting room’ feature as it would require you to admit students to your class one by one (though this may be useful for smaller groups);
- Do not enable ‘only authenticated users can join’ as this would require students to create a Zoom account.
- The video options can be adjusted during the meeting but you may wish to set the default to ‘on’.
- Finally, under ‘Advanced Settings’, it is suggested that you
- **do not** enable ‘Allow participants to join anytime’ as with recurring meetings, students would be able to use the link at any time and activity would not be monitored;
- **do** ‘Mute participants upon entry’ unless it’s a small class;
- set your lecture/class to ‘Automatically record’ if you worry that you might forget to do so.

- Once your meeting is scheduled, click on 'copy invitation' to copy the information participants need to join the meeting to the clipboard. **It is important that you do this WHILE THE MEETING WHOSE DETAILS YOU ARE HOPING TO SHARE IS HIGHLIGHTED**, otherwise you may share the information for the wrong meeting.
- **Please only share Zoom links for your classes via pages that are Raven protected** (such as your lecture course Moodle).
- In order to record the audio and shared screen of live-streamed lectures and examples classes only, you must adjust Zoom’s recording preferences prior to starting your meeting. If you are recording locally, in the main menu, under ‘Preferences’ → ‘Settings’ → ‘Recording’, uncheck the box ‘Record video during screen sharing’. **It is very important that you tick this box again after your live examples class and before pre-recording a lecture on Zoom** (as in the latter case an image of your face is highly desirable alongside the shared screen). If you are recording to the cloud, uncheck ‘Record thumbnails when sharing’ in your Cloud Recording Preferences.

**During the meeting**

There are various in-call Zoom settings with which you may wish to familiarise yourself.

- When you are sharing content from a tablet or phone which is logged into the meeting as a separate participant, you will want to ‘Spotlight’ the video feed of your device in order to ensure it shows up in the centre of the Zoom window for all participants (otherwise the main focus of the meeting will automatically switch to the video of the person speaking, which is rarely desirable in a teaching setting). You can only spotlight a video as the host. This is done by right-clicking on the video you wish to spotlight (or, on a Mac, by clicking on the ellipsis in the top right-hand corner of the video you wish to spotlight), and selecting ‘Spotlight video’ from the ensuing drop-down menu.

- ‘Spotlight video’ is different from ‘Pin video’ in that the latter only affects your own screen layout and not that of others in the call. Every participant in the call can ‘pin’ a video to their own screen.

- In order to share content from your laptop, click on ‘Share Screen’ at the bottom of the main Zoom window. You may select to share your entire screen (‘Desktop 1’), or the specific window of the application whose content you would like to share (for example, your pdf viewer). The latter is strongly recommended for privacy reasons.

- To the right of the ‘Share Screen’ button you will find a small upward-pointing arrow. Clicking on this arrow allows you to access ‘Advanced Sharing Options’. For most classes, it is recommended that you set up your meeting so that only you (the host) can share.

- You can mute and unmute participants by clicking on ‘Participants’ at the bottom of the main Zoom window. A list of participants in your meeting will appear on the right.
You can mute or unmute all participants by clicking on the relevant button, or individual participants only by hovering over their name and clicking on the ‘Mute’/‘Unmute’ button that appears.

- In order to record the meeting, simply press the record button at the bottom of the main Zoom window. You are given a choice of whether to record to the cloud, or to store your recording locally (see above).
- Clicking on ‘Security’ at the bottom of the main Zoom window gives you the option to ‘lock the meeting’ (no new participants can enter the meeting). While this can be very useful in other contexts, it is not recommended that you use this feature for teaching as students may arrive late to the class.

After the meeting

- To end the meeting, press ‘End meeting’ in the bottom right of the main Zoom window. It is recommended that you ‘end the meeting for all’ when prompted.
- Your video recording will be available in the Cloud, or in the folder you specified under ‘Preferences’ → ‘Recording’ in the main Zoom menu.

Appendix C: Guidance for students

Part III Remote Examples Classes

Guidance for Students

Lent 2021

Last Updated: 2nd February 2021

This document gives details on how remote examples classes will be delivered in Lent 2021. You are expected to read it carefully. The latest version of this document will be available on the Part III Academic Support Moodle at https://www.vle.cam.ac.uk/course/view.php?id=203401.

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1. Preparing for your examples class

- Make sure you know when and where your class is expected to be held. The examples class timetable is available at timetable.cam.ac.uk, which allows you to add
the classes you have registered for to your personalised timetable. You should check this timetable, the lecture course Moodles and your email regularly for updates.

- For lecture courses that run multiple groups, your group assignment will be available on the Part III Academic Support Moodle. You must attend the group you have been assigned to. It is only possible to switch examples class groups under exceptional circumstances.

- For remotely held classes, lecturers/instructors will publish the Zoom link (or similar access information) on their lecture course Moodle at least 48h before the class. For security and privacy reasons, you must not share this access information with anyone.

- To add or drop a class after the deadline for registration (30th January), please email examplesclasses@maths.cam.ac.uk.

- Lecturers/examples class instructors will let you know what work to submit, and by what deadline. Unless explicitly instructed otherwise, work should be submitted via the lecture courses Moodle. Guidance on scanning and uploading your work to Moodle is included in Appendices I and II below. Please pay attention to the file naming conventions specified on the course Moodle, or requested by your lecturer/instructor.

- Some lecturers/examples class instructors may ask you to submit a self-assessment form prior to the class. This should also be submitted via the lecture course Moodle.

- You may be asked to confirm your name and CRSid at the start of a class. This will be required for courses that run smaller groups paid for by the colleges, for which you will receive a supervision report. For such classes, and those associated with the large theoretical physics courses, you must email the instructor directly at least 48h before the class if you are unable to attend.

2. Participating in a remotely held examples classes

- The lecturer/examples class instructor will explain to you how to ask questions during the class.

- Your examples class may be recorded for the benefit of those students who are unable to attend. Your lecturer/instructor will tell you if this is the case. Recordings will be made available to those students registered for the examples classes for the course only, and will be accessible via the ‘Examples Class Recordings’ link on a lecture course Moodle.

- Where a course runs multiple examples class groups, only a subset of the classes held may be recorded. It is the course lecturer’s responsibility to ensure that at least one recording per examples class is made available to all students registered for the examples classes associated with their course.

- In contrast to last term, lecturers/examples class instructors have been asked to record their examples classes in such a way that students’ thumbnail videos are not recorded.

You are therefore strongly encouraged to switch on your camera for the duration of the class to help facilitate interaction. Any questions you ask during the class may still be recorded via the audio feed, though your lecturer/instructor may
reserve a small portion of the class for unrecorded interaction. If in doubt, please ask your lecturer/instructor.

- Students are entitled to record a session themselves only if they normally have permission to record as part of their DRC-authorised 'reasonable adjustments'.

3. After the class

- Lecturers/examples class instructors will make any recordings available as soon as possible after the end of the class. Part III students will be able to access these recordings via the link provided on the corresponding lecture course Moodle.
- For lecture courses that run several examples class groups, only one recording may be made available.
- **All Part III students are respectfully reminded that recordings and other course materials are to be used for private study purposes only and must not be posted online or shared in any other way.** Breaches may be subject to disciplinary action.

4. Feedback

You are encouraged to offer polite and constructive feedback directly to the lecturer/instructor. There will also be an opportunity to provide feedback on examples classes on the lecture course questionnaire at the end of term. Alternatively, you may at any time write to director-tpe@maths.cam.ac.uk, to feedback@maths.cam.ac.uk, or submit the anonymous form at https://www.maths.cam.ac.uk/feedback, as outlined in your Part III Handbook.

Any comments on this document should be sent directly to director-tpe@maths.cam.ac.uk.

Appendix I: Advice on scanning

- Handwritten work is most conveniently scanned using your smartphone. Several apps for this purpose are available free of charge. These include CamScanner and Adobe Scan, which are suitable for both iOS and Android devices. CamScanner currently allows free access to its Premium version provided you create an account with your CRSid@cam.ac.uk email address (but please do not re-use any of your University passwords).
- If you own an iPhone, you may instead wish to follow the instructions provided at https://support.apple.com/en-us/HT210336.
- If you own an Android phone, you may instead wish to use the Google Drive App as explained at https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en.

Appendix II: Upload to Moodle

- Unless requested otherwise by your lecturer/examples class instructor, examples class work should be uploaded to the corresponding 'assignment' on the respective lecture course Moodle. Detailed instructions are provided on the Moodle.
• Unless requested otherwise, please ensure you upload your work as a **single pdf file**. Please ensure that the pdf has a suitable filename, as specified on the course Moodle or by your lecturer/instructor.

• A self-assessment form is available in the same place on the lecture course Moodle, and should be completed before each class on request of the lecturer/instructor.