Enabling Teaching Online: Training Schedule for staff

Online training sessions in Echo Personal Capture, PowerPoint Recording and MS Teams, as well as Moodle will be continuing in the week commencing 23rd March.

Every day, two one-hour sessions on each of Echo Personal Capture and PowerPoint Recording and one on MS Teams will be available for staff to join. The timetable is below. There is no need to register.

To engage with the training: · Click here to join the Team http://shorturl.at/fisTY · Then find the appropriate Channel and the advertised Session: click into the relevant meeting a few minutes before the session is due to start

The following video link also gives guidance on how to join an online session in the Team: https://mediaspace.nottingham.ac.uk/media/How+to+access+the+training+sessions/1_6crp4ki9

More Help is available: click on the READ ME FIRST link that you will find at the top of the page (see below).

Monday 23rd March
9:30am - 10:30am MS Teams
10:30am - 11:30am Universal Capture
11:30am - 12:30pm PowerPoint recording
1:30pm - 2:30pm Universal Capture
2:30pm - 3:30 pm PowerPoint recording

Tuesday 24th March
9:30am - 10:30am MS Teams
10:30am - 11:30am Universal Capture
11:30am - 12:30pm PowerPoint recording
1:30pm - 2:30pm Universal Capture
2 - 4 pm Key Moodle Basics
2:30pm - 3:30 pm PowerPoint recording

Wednesday 25th March
9:30am - 10:30am MS Teams
10:30am - 11:30am Universal Capture
11:30am - 12:30pm PowerPoint recording
1:30pm - 2:30pm Universal Capture
2:30pm - 3:30pm PowerPoint recording

Thursday 26th March
9:30am - 10:30am MS Teams
10 am – noon Key Moodle Basics
10:30am - 11:30am Universal Capture
11:30am - 12:30pm PowerPoint recording
1:30pm - 2:30 pm Universal Capture
2:30 pm - 3:30 pm PowerPoint recording
**Friday 27th March**

9:30am - 10:30am MS Teams

10:30am - 11:30am Universal Capture

11:30am - 12:30pm PowerPoint recording

1:30pm - 2:30pm Universal Capture

2:30pm - 3:30pm PowerPoint recording

**Ad hoc ‘virtual’ Digital Learning Drop in Sessions**

The face-to-face drop in sessions have been replaced with virtual sessions run through Teams. In parallel, we are increasing the hours of support available. Ad hoc support is now available daily between 9.00 am and 4.30 pm. To access the support you need to click on this link [shorturl.at/hpD69](http://shorturl.at/hpD69) which will take you to the Drop In Teams site. When you get to the site, click on the READ THIS FIRST tab at the top of the Teams webpage for instructions about how to join the drop in, or pop your question in the ASK FOR HELP channel. Don’t forget to check back for your answer.

**Further Help**

You can always contact us at our learning-technologies@nottingham.ac.uk address