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](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](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).

**Tuesday 7 April**
- 9:30 - 10:30 MS Teams - Staff
- 10:30 - 11:30 Universal Capture
- 11:30 - 12:30 PowerPoint recording
- 14:00 – 15:00 Key Moodle Basics

**Wednesday 8th April**
- 9:30 - 10:30 MS Teams - Staff
- 10:30 - 11:30 Universal Capture
- 11:30 - 12:30 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 [http://shorturl.at/kpD69](http://shorturl.at/kpD69) 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.