This document outlines the protocols for undergraduate teaching within the Faculty. It applies in the first instance to teaching in Michaelmas Term 2020-21. It will be reviewed prior to Lent Term, though much (perhaps all) of it is likely to apply to teaching through the academic year 2020-21.

The major protocols are summarised in §1. General protocols relevant to all teaching staff, regardless of teaching mode, are outlined in §2. Further protocols are outlined as they relate to specific modes of teaching: asynchronous (i.e. pre-recorded) online teaching in §3; synchronous (i.e. “live”) online teaching in §4; and in-person teaching in §5.

1. **Summary**

1.1. **Moodle**: All teaching staff should expect to make far greater use of Moodle in 2020-21. (See 2.1 and throughout.)

1.2. **Asynchronous (i.e. pre-recorded) online teaching**: Lecturers will be responsible for uploading lecture recordings to Moodle. Each recording is to be uploaded to two Moodle pages: a) one Moodle page for the specific Paper to which the recording is tied; b) a second Moodle page for students who have special educational needs. The recordings posted to the Paper-specific Moodle page will be made available only within strict time limits. Lecturers are to manage these time restrictions. (The recordings posted to the Moodle page for those with special needs will be available throughout the academic year.) Lecturers must ensure that the recordings they upload are named according to a standardised format devised by Faculty.

1.3. **Synchronous (i.e. “live”) online teaching**: Where session leaders are UTOs or Temporary Lecturers in the Faculty, they will be issued with Zoom licenses and will be responsible for organising their online teaching sessions, so as to coincide with the timings in the Lecture List. Where session leaders have some other status (e.g. affiliated lecturers, research fellows, Postdocs, PhD students, etc.), the Faculty will organise the online teaching sessions. In both cases, all session leaders (whether UTOs or otherwise) will be responsible for posting to Moodle the information (e.g. weblinks, log-in details, etc.) that students need in order to attend the session. Attendance will, by default, be restricted to those undergraduates formally taking/borrowing the Paper, together with postgraduates in the Faculty. Session leaders have the option to depart from this default position and to permit others to attend; by choosing to exercise this option, session leaders assume responsibility for contacting these new attendees directly, in order to supply them with the relevant weblinks, etc.

1.4. **In-person teaching**: Leaders of in-person sessions are required to keep a record of attendance, and are likely to be required to wear a face covering in at least some areas of the building in which they will be teaching. Should an in-person session be
over-subscribed, leaders are responsible for ensuring that priority is given to students formally taking/borrowing the Paper. Leaders must be prepared to live stream their in-person sessions, in order that students unable to attend (e.g. due to a need to self-isolate) are not placed at a disadvantage. Should leaders themselves be unable to attend (e.g. due to self-isolation), then they may run the entire session online.

2. **Protocols Relevant to All Teaching Staff**

2.1. *How to use/edit Moodle:* There are multiple sources of advice.

For a labyrinthine set of guides to Moodle, see here:


For guidance on specific topics, see the following links:

- For general guidance about how to edit a given Moodle page, see the video “Overview of Editing Functions” here:
  https://www.vle.cam.ac.uk/course/view.php?id=156022
- For uploading lecture handouts, see §4 here:
  https://www.phil.cam.ac.uk/aboutus/IT/philosophy-using-panopto-overview.pdf
- For uploading videos, see here:
  https://www.vle.cam.ac.uk/mod/page/view.php?id=12019491
- For sending messages to all students formally registered as taking/borrowing a given Paper, see here:
  https://www.vle.cam.ac.uk/pluginfile.php/5601851/mod_resource/content/47/Quickmail%20Block%20Basic_3-5_FINAL.pdf
- For various ways of testing student understanding, see:
  https://www.vle.cam.ac.uk/mod/page/view.php?id=3869561

2.2. *How to message all students formally taking/borrowing a given paper:* Session leaders may send messages to all students registered for a given Paper by using the “Quickmail” function on the Moodle page for that Paper. Instructions on using Quickmail can be found in the section entitled ‘Composing an email’, on pp. 2ff. of the following guide:

  https://www.vle.cam.ac.uk/pluginfile.php/5601851/mod_resource/content/47/Quickmail%20Block%20Basic_3-5_FINAL.pdf.

Where a lecturer messages students to inform them of a change to teaching arrangements or similar, then this message must also be sent to the Faculty Office <phil-admin@lists.cam.ac.uk>, as per normal practice, to ensure records are updated and Office staff are equipped to deal with enquiries from students.

2.3. *Handouts and lecture slides:* All session leaders are to be responsible for uploading any accompanying handouts, lectures slides or other equivalent materials to Moodle. These are to be made available throughout the academic year, in keeping with existing practice. They should be uploaded to the “Lecture Handouts” section of the relevant Moodle page. This section is usually easy to spot. It may be found in the central part of the webpage, below the “Live Online Teaching Links” section. Instructions on
how to upload materials to Moodle can be found in section 4 of the Faculty's guide to Panopto/Moodle, available here:

https://www.phil.cam.ac.uk/aboutus/IT/philosophy-using-panopto-overview.pdf

3. **Asynchronous (i.e. Pre-recorded) Online Teaching**

3.1. *Recordings available for 48 hours only for most students*: The Faculty's default position will be that pre-recorded lectures: a) will be made available for streaming only, not for download, b) by being uploaded to the Moodle page associated with the relevant Paper, c) at least 48 hours prior to the scheduled slot for that lecture in the Lecture List, d) with a view to their being removed immediately following the end of that scheduled slot. This policy responds to well-documented concerns about the importance of maintaining control over recordings, and of encouraging student uptake and attentiveness, both of which are hard to achieve if recordings are available indefinitely.

3.2. *Recordings available throughout the year for students with special needs*: In parallel with this, Faculty will make all recordings available throughout the academic year for students with special educational needs, allowing them to access the materials at a pace and in a way that suits them. This will be achieved by archiving all recordings on a separate and dedicated Moodle page, where recordings will remain available throughout the academic year. There will be one such Moodle page for each Part of the Philosophy Tripos (e.g. “Part IA Teaching Recordings for students with special permissions”, etc.).

In keeping with standard practice, students may gain access to this page by contacting the Faculty Office <phil-admin@lists.cam.ac.uk> and supplying appropriate supporting documentation (e.g. from the DRC).

3.3. *Lecturers to manage the uploading and removing of recordings*: Lecturers are asked to upload their recordings (and related materials, like handouts and lecture slides) to Moodle themselves. Lecturers are asked: a) to upload all materials (recordings, handouts, slides) to the specific Moodle page dedicated to the Paper with which those materials are associated (e.g. “IB Paper 1 - Knowledge, Language, and the World”). In addition: b) lecturers are also asked to upload lecture recordings only (but not handouts etc.) a second time, to the general Moodle page for students at that Part with special educational needs (e.g. “Part IB Teaching Recordings for students with special permissions”).

Lecturers are reminded that it can take considerable time to upload Panopto recordings to Moodle. A one-hour recording may take as long as 40 minutes to upload.

Instructions on how to publish a video to Moodle can be found here:


3.4. *Lecturers to manage the time limits imposed on the availability of recordings*: Lecturers are reminded that time limits must be put on the availability of those lecture
recordings uploaded to the Paper-specific Moodle page (i.e. the Moodle page referenced under a], in 3.3). Lecturers are responsible for ensuring that the recording is available at least 48 hours prior to the scheduled time slot in the lecture list, and is removed at the close of that time slot. Instructions on how to impose such time restrictions on the recordings one publishes to Moodle can be found here, in the section entitled “Availability settings”:


No such time limits should be applied when uploading handouts/slides, or when uploading recordings to the general Moodle page for students with special educational needs (i.e. the Moodle page listed under b], in 3.3).

3.5. **Lecturers to ensure recordings are appropriately located and named when uploaded to Moodle:** Recordings should be uploaded to the “Panopto” section of the relevant Moodle page. This section is small and easily missed. When using a laptop/desktop computer, the section is usually found in the narrow column on the right-hand side of the webpage, directly below the “iDiscover” section. When using a smaller device (e.g. tablet/smartphone), the section may appear towards the bottom of the central column, due to screen display resizing. All recordings are to be uploaded here, regardless of whether the recording was made with Panopto or with some other lecture recording software.

When uploading recordings to Moodle, Lecturers are asked to use a standard naming convention for their recordings. This must include: Part, Paper Number, Title of lecture course, Leader’s name, and Lecture week number.

4. **Synchronous (i.e. “Live”) Online Teaching**

4.1. **Who will set up the session?:** This will vary according to the status of the session leader. There are two possibilities here: a) UTOs and Temporary Lecturers in the Faculty will be provided with a Faculty Zoom license, available for their sole use. They will be responsible for setting up their online teaching sessions themselves, so as to coincide with the timings in the Lecture List. b) For all other categories of teaching staff (e.g. affiliated lecturers, research fellows including JRFs, Postdocs, PhD students leading discussion groups or logic classes, etc.), the Faculty will organise the online sessions and will send the leader the relevant information (e.g. weblinks, log-in details).

4.2. **Who will inform students of how they may “attend” the session?:** The session leader will be responsible for posting the weblinks and log-in details for their online sessions onto Moodle. This will be the case regardless of the status of the session leader (i.e. regardless of whether the session leader is a UTO/Temporary Lecturer with access to a Zoom license, as per category a] in 4.1; or whether they are a discussion group or logic class leader whose Zoom meetings are organised by the Faculty, as per category b] in 4.1). For information on how these weblinks are to be posted to Moodle, see 4.3, below.
4.3. **How will students "attend" the session?:** In order for students to attend synchronous ("live") online teaching sessions (e.g. webinars, Q&A sessions, etc.), they will require the relevant weblinks. The links are to be posted by the session leader onto the Moodle page for the Paper to which this teaching session is tied (e.g. "IB Paper 1 - Knowledge, Language, and the World"). These links should be posted to the "Live Online Teaching Links" section of the Moodle page. This is in the central part of the Moodle page, below the “Course Materials” section and above the “Lecture Handouts” section (see 2.3). All students registered for a given Paper will be granted access to the associated Moodle page, so will automatically have access to the links for live teaching sessions.

Instructions on how to add URL links to a Moodle course can be found in section 5 of the Faculty’s guide to Panopto/Moodle, available here:  
[https://www.phil.cam.ac.uk/aboutus/IT/philosophy-using-panopto-overview.pdf](https://www.phil.cam.ac.uk/aboutus/IT/philosophy-using-panopto-overview.pdf)

4.4. **Who may attend?:** The Faculty's default position is that, in the first instance, access to these sessions will be restricted to those students entitled to access the Moodle page tied to the paper with which this series is associated. These students include those undergraduates officially registered as taking/borrowing the Paper (i.e. those due to be examined in that Paper, including students in other Faculties and Departments who are formally borrowing the paper), and all postgraduate students in the Faculty. It does **not** include those persons who merely wish to audit or sit-in on lectures (such as members of other Faculties and Departments who are not formally borrowing the paper).

In addition, session leaders also have the option to invite expressions of interest from others (i.e. students interested in auditing the series). Such students would be required to email the session leader directly; the session leader would then decide whether to permit the student to attend. Where permission is granted, the lecturer is responsible for emailing the weblinks etc. directly to this student. (It is not appropriate for students who are not formally taking/borrowing a paper to be granted Moodle access, since this would simultaneously grant them access to teaching sessions led by others without those students having acquired the requisite permissions.)

If session leaders wish to invite such expressions of interest, then the session leaders should email Anna Simpson in the Faculty Office <als58@cam.ac.uk>, who will include mention of such an invitation on the Lecture List. If session leaders fail to notify the Faculty Office that they would like such an invitation to be extended, then it will be assumed that they are content for attendance to be restricted only to those entitled to access the relevant Moodle page (i.e. undergraduates officially registered to sit the exam, and postgraduates in the Faculty of Philosophy).

5. **In-person Teaching**

5.1. **Requirement to wear face coverings under certain conditions:** Leaders of in-person teaching sessions are reminded that: ‘The University expects all staff, students and visitors to wear a face covering in University buildings where it is not possible to maintain social distancing of at least 2 metres’. (Guidance on when to use face
coverings in University buildings.) All room allocations for the Faculty's in-person teaching in Michaelmas Term 2020-21 allow for social distancing of 2m; however, session leaders should be mindful that other areas of the building through which they would have to pass may not. The University and Colleges joint statement on face coverings may be found here:  

5.2. **Requirement to take a record of those who attend:** The University has recently announced that leaders of in-person teaching sessions will be required to keep a record of attendance. More advice from the University is expected to be forthcoming.

5.3. **Who may attend in-person sessions?** Only those students officially registered for the Paper (i.e. those due to be examined in that Paper) are automatically entitled to attend in-person teaching sessions. Others may request to attend by emailing the session leader, as per established Faculty practice. It will be at the session leader's discretion whether to grant such requests. If a session is over-capacity, session leaders must ensure that priority is given to those formally taking/borrowing the Paper.

5.4. **What if those who may attend, can't attend?** Leaders of in-person sessions must be prepared to allow for the participation of those students who cannot attend in person, and who have an adequate reason for their request to participate remotely. There may be students who cannot attend any in-person sessions (e.g. due to an increased susceptibility to infectious diseases, ISID). There may be students who discover that they are unable to attend some in-person sessions at short notice (e.g. due to the need to self-isolate for up to 14 days). Faculty is committed to providing adequate provision for such students. Detailed information about the relevant protocols is supplied in 5.5-5.6, below.

5.5. **Requirement to be prepared to live stream in-person sessions:** The most straightforward way of ensuring adequate provision is made for students who cannot attend in-person sessions is for session leaders to be prepared to live stream the relevant in-person sessions (e.g. via a Zoom meeting or Panopto webcast). If students are unable to attend in-person teaching sessions, then they may request remote access by emailing both: a) the Faculty Office, and b) the session leader(s) concerned. Students must provide relevant information in support of their request. The Faculty Office will be responsible for evaluating and confirming such requests; the session leader is responsible for sending the student the link to the live-streaming event (e.g. the Zoom meeting). Where such requests are made shortly before the relevant session is due to take place, rather than waiting on official approval from the Faculty Office, it may be prudent for the session leader simply to send the student the link.

In most cases, it may be easiest for session leaders to send these links directly to the student(s) concerned via email; however, if multiple students will be participating remotely, it may be expeditious for: a) the link to be posted to the relevant page on Moodle (see 4.3, above), and b) a message then to be sent to all students registered
for that paper via the Quickmail function on the relevant Moodle page, alerting them to the procedure for remote attendance (see 2.2, above).

Session leaders are reminded that they must be prepared to receive requests for remote access at short notice, since students may be instructed to self-isolate with immediate effect at any point in term. Lecturers would be well advised to set up Zoom meetings or Panopto webcasts in advance, to coincide with each of their in-person lectures. Should session leaders fail to make these advanced preparations, and should they instead wait until they receive specific requests for remote access, they may find themselves with insufficient time to make the necessary preparations.

5.6. How to live stream in-person sessions: All of the Faculty's in-person sessions in Michaelmas Term are taking place in rooms which either already have live streaming capabilities (i.e. those on the Sidgwick Site), or rooms in which the University intends to install such facilities by the start of Michaelmas Term (i.e. those on Mill Lane). Leaders of in-person sessions assigned to the Mill Lane Lecture Theatres should remain mindful of the latter fact, and will be contacted individually.

Session leaders should note that, at the time of writing, whilst Panopto was installed in the computer equipment in these rooms, Zoom was not. Panopto allows for live streaming through its webcast mode, as described in the following guide: https://www.vle.cam.ac.uk/mod/page/view.php?id=12062241.

Session leaders would be well advised to take their own laptop/tablet/smart phone with them to the in-person session. This would be necessary should they prefer to live stream through Zoom rather than Panopto. Likewise, it would be necessary should the computer equipment installed in the lecture room fail or otherwise prove unreliable.

Should the lecturer receive a request for remote access, they would send that student an invitation to the corresponding Zoom meeting/Panopto webcast. The lecturer would then run a live-streaming session on the equipment in the lecture hall or on the lecturer's own equipment. Students should be reminded that the session may not be recorded.

5.7. What if the leader of the session can't attend?: Should the leader of an in-person session themselves be unable to attend (e.g. due to self-isolation), whilst remaining able to conduct the session online, then they should: a) conduct the entire session online, using the Zoom meeting which they had organised in advance in order to allow for live streaming (see 5.5, above); b) ensure that the link to this Zoom meeting is posted to the Moodle page for the paper to which this series is attached (see 4.3, above); and c) notify the students that, first, the session will be online and that, second, the link is to be found on the relevant Moodle page, by sending a message to all students registered for that paper via the Quickmail function on the relevant Moodle page (see 2.2, above).

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