

To obtain a SUPA username and password, please apply online at www.supa.ac.uk/Graduate_School / or email courses@supa.ac.uk.

HOW TO SET UP A DISCUSSION FORUM

Lecturers may set up as many discussion forums as they like. Here's how:

1. **Log into My.SUPA and find your course area.**
2. **Turn editing on.**
3. **Select 'Add a Forum' from the appropriate 'Add an Activity...' dropdown.**

We recommend setting discussion forums to 'All subscribed initially.' This allows students to unsubscribe themselves if they would rather not receive the postings as emails. All participants, whether subscribed or not, can read the messages in the forum online.

SUPA EMAIL ADDRESSES

To enquire about the availability of SUPA videoconferencing rooms, please email rooms@supa.ac.uk

For all matters related to the SUPA Graduate School Courses, contact courses@supa.ac.uk

To report errors on the websites or to request technical help, please write to webmaster@supa.ac.uk

To contact the SUPA administrators at SUPA Central, please email admin@supa.ac.uk

SUPA THE LEARNING TECHNOLOGY TEAM

The SUPA Technology Team is here to help. If you have any questions or ideas about our online provision or video-conference lectures, please contact:



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SUPA ENGAGEMENT AND INTERACTION IN SUPA LECTURES



This leaflet presents some simple steps that can be taken to encourage students to engage more fully with lectures delivered by video-conference (VC).

Students attending a VC lecture may expect it to be a passive experience, partly because there are some parallels with watching TV. All the usual barriers to active participation in lectures and students also apply to VC lectures and students may be further inhibited by the technology or because they cannot see all the other participants.

Levels of student engagement and interaction in lectures will increase if there is a strong sense of being present in the lecture (telepresence), interactions are explicitly encouraged and a protocol for interrupting the lecture is provided and practised.



6 EASY THINGS TO TRY

- At the start of your course, talk to your students about the level of interaction and participation you expect from them.
- Write some words of advice and encouragement in Section 0 of your course area.
- Print out the list of participants and address questions to students by name.
- Switch to the audience camera occasionally so that the students at the far ends get to see your local audience.
- Allow ten minutes at the end of each lecture for discussion/questions.
- Insert a multiple-choice question into the middle of your slides.

Your students' names and contact details can be found in the People and Locations box on the left hand side of your My.SUPA area.

7 MORE THINGS YOU COULD DO

To encourage students to be actively engaged with your course content in lectures, you could also ...

1. End each lecture with 'three questions to think about'

...or one question or half a dozen.

Revisit these questions in your introduction to the next lecture or invite written or verbal answers from the students.

2. Practise interruptions

With your students, devise an 'interruption protocol' for your lectures.

Encourage students to use a preamble so that their question or point is not lost as the VC equipment switches between sites.

3. Give advanced warning

Use your online area to give notice of the questions you are likely to raise in the lectures. This allows less confident students to prepare their answers in advance.

4. Snowball

During the lecture, organise the students to think about an issue or question firstly by themselves and then locally in pairs, or

even in fours if numbers allow, before contributing to a group discussion.

5. Set up discussion forums for the main topics

You can add as many discussion forums as you wish to your My.SUPA area. Students can choose to receive the messages posted in the forums by email or, if they prefer, can read the discussions online. Discussion threads can be started by you or by the students themselves and, unlike private emails, will not be lost or deleted.

Note that the editor for the discussion forums includes a LaTeX filter that renders mathematical expressions as graphics in html emails and online.

6. Sit with your local audience

For the final ten minutes of your lecture, turn on the ceiling microphone, switch to the audience camera and join your local audience for question time.

***"University is where students go to watch lecturers work."
Alternatively...***

7. Ask students submit questions

Set up a wiki in which students can devise questions for you to use in lectures.

A wiki enables documents to be authored collectively using markup language in a web browser.