



# Online Teaching Policy 2025

Policy Name	Online Teaching Policy
Version	2
Date reviewed	Oct 2025
Next review due	Oct 2026



## Introduction

### How do I access a Zoom/Teams Session?

An email invitation will be sent to your **University Email**. You will need to click on the link and then enter the Meeting ID and Password (if required). You will then be held in a waiting room until the lecturer starts the session.

Sessions are recorded at the discretion of the lecturer.

### During the session

- All Zoom/Teams Classroom sessions with students may be recorded
- Students should not share private information.
- Students should be sensitive to the needs of others.
- Please note all IT Regulations are relevant whilst you are 'attending' a Zoom/Teams Session: <https://www.derby.ac.uk/services/its/policies/>. Expectations remain as per a normal classroom.
- Any student who makes inappropriate comments or behaves in an unsatisfactory manner during a live stream lesson will be removed from the session.
- Any breaches of the Student Conduct and Disciplinary Policy will be shared with the appropriate member of staff.

### General Guidance

- Pick somewhere that is not too noisy and you will have less distractions
- Check what is in the background. Please remove any personal or family photos from view. Use the blur or background feature if these are available
- Behave online as you would be expected to in class. This relates to how you speak to each other and the lecturer.
- Be aware that there may be a lag in what you are seeing or hearing.
- Use the hands up icon to let the lecturer know you have a question or a point to make. **Or** Use the chat feature too. You can ask questions as you go, the lecturer or other students may answer these questions for you.

### Live Session Recording

Once the live session is over the recorded session a link will be added to Blackboard or emailed to your **University Email Address**.

### Useful Tips

Helpful tips for on line learning can be found at the following:

<https://www.futurelearn.com/info/blog/how-to-succeed-with-online-learning>

<https://studentspace.org.uk/wellbeing/feel-more-confident-about-learning-online>

Policy Name	Online Teaching Policy
Version	2
Date reviewed	Oct 2025
Next review due	Oct 2026