Panopto and Collaborate are two tools commonly used to teach online at our institution. If you are unsure when to use each of these tools, you might find this quick guide useful.

**Panopto**
- Panopto is a lecture capture tool.
- It is useful for pre-recording lectures, especially when cohort sizes are very large. These can then be shared on MyAberdeen and students can be encouraged to use the discussion boards to interact with each other and with lecturers.
- Panopto is a tool that is used asynchronously.
- Quiz questions can be embedded within the recordings to make them more interactive.
- You can monitor student engagement with the videos through the Statistics and Analytics.

**Collaborate**
- Collaborate is a web conferencing platform.
- It is not ideal for delivering live lectures where there is no interaction required, particularly if cohort sizes are very big.
- It is ideal to run interactive activities where students can communicate synchronously with each other.
- Room capacity is 500 people.
- As these sessions a synchronous, please consider students might be spread across the globe in different time zones and would struggle to attend if sessions run at unsociable hours for their time-zone.
- If delivering tutorials via Collaborate, allow students to choose when to attend from various time slots, to accommodate for regional time differences.
- We would recommend not making sessions compulsory or taking attendance, but if you do decide to do this be aware students might experience connection problems and be unable to attend through no fault of their own.
- If unable to run multiple session to accommodate for regional time differences, make sure to record the session for students to watch.
- Record session to allow students who might experience technical difficulties and might be unable to attend to watch the recordings at a later date.

**Useful Links**
- Course Design Guidelines
- StaffNet: Teaching Remotely
- Toolkit: Lecture Capture (Panopto)
- Toolkit: Blackboard Collaborate