This is to inform all staff involved in teaching activities in 2014/15 about issues related to teaching. Please also see the following web resources:

- Student Resources webpage [http://www.mathsstudents.leeds.ac.uk/](http://www.mathsstudents.leeds.ac.uk/)
- Teaching Info for Staff webpage at [http://www.maths.leeds.ac.uk/school/staff/teaching/](http://www.maths.leeds.ac.uk/school/staff/teaching/)

Please let Margit know if you see any outdated or wrong information.

**CHANGES**

**Programme Changes/Additions**
- 2014/15 will be the last year we will be parented the BSc Geography & Mathematics programme. From 2015/16 this programme will be parented by the School of Geography.

**Electives/Discovery Modules**
- From 2014/15 onwards electives will be referred to as DISCOVERY MODULES. All Discovery modules have been grouped into themes. Most Maths modules appear in the “Exploring the Sciences” theme. Detailed information can be found in Leeds for Life, under the Broadening tab: [https://leedsforlife.leeds.ac.uk/Broadening](https://leedsforlife.leeds.ac.uk/Broadening).

**Exams & Assessment**
- We have again negotiated an extension to the exam paper submission deadlines. **!!! In order for this to work, papers MUST be submitted by the deadlines, with no extensions !!!**
  - Following a recommendation by the TES group on Engaging the disengaged students, the School’s TSEC decided that, for 2014/15 all Level 1 MATH exams should comprise of entirely compulsory questions, or be of a Part A + Part B style where Part A was entirely compulsory. It was felt that this would aid student understanding, particularly where knowledge is assumed in higher years, and encourage them to focus on the entire module instead of choosing which areas to revise.
  - Lecturers teaching level 3 or level 5 modules can request for TSEC to consider including an assessed in-course quiz for the module for the academic year 2015/16. This would need to be marked by the lecturer. Please send requests to Margit by January 2015.
  - If a student enrols on a module after or shortly before a homework assignment is due, they should be exempt from the relevant pieces of coursework. It is the student’s responsibility to make the lecturer aware of this.
  - For all Level 1 modules from 2014/15 onwards, students should receive a mark for their writing skills and mathematical presentation within their homeworks. This will be a total of 3 out of 10 marks (or similar proportion). The score should be made explicit on the marked homework. This had been piloted in some modules in 13/14 successfully.

**Final Year Projects**
- 2014/15 will be the last year MATH3000 will be running, alongside the new 20 credit project module MATH3001.

**VLE**
- In the Grade Centre, the TOTAL column is visible to students by default, and is by default displayed as a total out of a running total. This means that if no mark is entered for a student for a piece of coursework, the
mark for this piece is not included in the overall total, and the student might assume that he/she is exempt from the piece of work (we had cases in the past). In order to make sure that the overall total is shown, you need to tick “NO” for “Calculate as Running Total” in the editing screen for the TOTAL column (Thanks to Stephen G. for pointing this out!); alternatively you could hide the Total for students.

- When downloading coursework marks from the VLE, please check that the exempted coursework are dealt with correctly. It is safer to compute the total after downloading the marks.

Tutorials and Workshops
- Lecturers should provide direction to tutors about how to conduct the tutorials and workshops, including guidance for how tutors should get students to ask questions, discuss problems, and come to the board. Tutors simply presenting solutions on the board is not acceptable.

Lecture Capture – brief overview, more at http://it.leeds.ac.uk/info/220/lecture_capture_and_media_management
- Recording of all timetabled lectures (not tutorials and workshops) will automatically start 2 minutes after the hour, and stop 2 minutes before the hour. You will see a red light when the recording is on. The PC does not have to be switched on for this to happen.
- To pause the recording push the red button once shortly, push it again to restart recording. You should use this when you have a private conversation with a student before or after the lecture when the recording is running.
- Pushing and holding the red button stops the recording, and it cannot be restarted.
- Make sure to use the roving mic. The mic must be switched on in order for the audio recording to work.
- Please make sure to explain to the students whether you intend to post the lecture recordings on the VLE (see below) or not.
- Within 8 hours of the end of the lecture you will receive an email with a link through which you can edit and approve the recording. If you approve the recording it will automatically be placed in the MEDIA folder in the VLE for your module. You also go directly to the VLE and edit and approve the videos (by setting the video from PRIVATE to VIEWABLE) within the MEDIA folder. We do not know yet for sure what will happen for co-taught modules with merged VLE area; you might have to attach the recording to the merged VLE module area from the My Media tab.
- Anything projected via the PC will be recorded, however if you play a video it will not be captured in a viewable way, so an external link needs to be added to the recording. Also laser pointers will not be picked up by the recording; use the stick attached to the PC instead.
- Information about desktop/personal recording will be circulated separately.
- Students are no longer allowed to make their own recordings, unless they have been given explicit permission by the Disability Team.
- Lecture recordings are only visible to student enrolled on the module, and cannot be downloaded by students.

- If you are using Linux and encounter problems with the lecture capture system, please submit a request for help via the MaPS IT job submission website at http://www.maps.leeds.ac.uk/cgi-bin/MAPSIT/NAform/maths.pl
- In May students will be asked to enrol on modules for 2015/16. Based on students’ suggestions in the Staff-Student Forum, we will look into the possibility of making the recordings of the first (or first few) lectures of each level 2, 3 and 5M module from 2014/15 visible to all Maths students to help them decide on which modules to choose.

FURTHER INFORMATION

List of Taught Programmes, Programme Coordinators, L&T Roles, L&T Committee membership can be found at http://www1.maths.leeds.ac.uk/school/staff/teaching/.

Timetables
Students and staff can access their online timetable via the Portal - [http://portal.leeds.ac.uk/](http://portal.leeds.ac.uk/) (staff also directly via Web for Faculty - [https://studentservices.leeds.ac.uk/](https://studentservices.leeds.ac.uk/)).

All teaching activities, including tutorials (level 1), workshops (level 2), and practicals are timetabled in the central University timetable, and will appear on students’ and staff’s online personal timetables.

**IMPORTANT!** If students need to change tutorial or workshop groups (due to timetable clashes), they need to get in touch with Louise. Students must attend the session they are allocated to and which appears in their timetable. Please direct students to the Taught Student Office with queries.

**IMPORTANT!** Any room bookings connected to modules need to go through Louise. Please do not contact Central Timetabling directly (It will come back to Louise anyway.)

### Teaching Rooms

Please visit the lectures theatres and teaching rooms before your first teaching session to familiarise yourself with the control system and equipment. Some rooms might have been refurbished. Additionally, training can be booked before the first session by calling the Helpdesk on x35555 or e-mailing Estates at [eshelp@leeds.ac.uk](mailto:eshelp@leeds.ac.uk). Estates can also attend for the first five minutes of your session to ensure everything runs smoothly – please also book this through the Helpdesk. Also it is advisable to login to the PCs once before-hand since it can take longer to login for the first time.

### Personal Tutoring

Personal tutees have been allocated to balance the load across staff. You can find a list of your personal tutees via Leeds for Life: [https://leedsforlife.leeds.ac.uk/](https://leedsforlife.leeds.ac.uk/). (Warning: Students who have graduated and started an MSc programme in a different school might still appear on these lists.)

- All taught students will be asked to meet with their personal tutor after the Sem 1 results have been published on the 6th of February 2015.

Please use Leeds for Life to record personal tutoring meetings and to direct students to opportunities available within Maths and the University. Information will be circulated at the appropriate times.

### VLE

- All Maths modules must have an active VLE area. Even if you do not use the VLE for your modules, please post a permanent link on the VLE to the module webpage, make the VLE page available, and check all the VLE menu items to see whether all information is correct. Static information has rolled over from 2013/14.
- Remarks & Hints about the VLE are posted at [http://www1.maths.leeds.ac.uk/school/staff/teaching/Remarks_about_Blackboard.html](http://www1.maths.leeds.ac.uk/school/staff/teaching/Remarks_about_Blackboard.html)
- The following menu items (on the left margin within each MATH module) will be edited by Charlotte:
  - Module Information – linking to the Module Catalogue entry
  - School of Maths Student Resources – linking to the Student Resources page
  - Exam Info – containing our calculator policy, and some remarks about the role of past exam papers
- Charlotte is in the process of
  - For level 1 modules - setting up groups in the VLE so that tutors can enter coursework marks directly into the Grade Centre for their tutorial group(s). In addition there will be a group for all tutors (not visible to students) for the lecturer to post information, example sheets, solutions, etc. and email tutors.
  - arranging access for all tutors and markers.
  (We expect this to be set up by the first or second week of teaching.)
- Lecturers should set up the Grade Centre with the appropriate columns for each piece of coursework, or ask Charlotte.
- Submit the latest version of your module’s reading list to the Library via the VLE Reading List Tool ([http://library.leeds.ac.uk/vle-reading-lists](http://library.leeds.ac.uk/vle-reading-lists), or Inform the Library (by email [sci-eng@library.leeds.ac.uk](mailto:sci-eng@library.leeds.ac.uk)) if there were no changes to a reading list, or Inform the Library if there was no reading list for a particular module.

### Tutors & Markers

- All lecturers with a team of tutors and /or markers should meet with them at the start of the semester to discuss how the module is organised, how and when information is passed on them. Lecturers need to make
very explicit what is (and is not) expected from tutors and markers, how tutorials should be conducted, and what feedback they are expected to provide to students and to the lecturer.

- Lecturers should do some spot checks of coursework marked by Postgrads new to teaching or marking. A repeated complaint from students is that feedback only consists of ticks and crosses.

Coursework Hand-in and Return

- To ensure secure hand-in of coursework and to avoid confusion, we ask all lecturers to direct students to the pigeon holes in the Student Room (Room 10.20) in the Maths Satellite to hand in homework. All lecturers and tutors (including PGs) involved in teaching will have a lockable pigeon hole.
- Please use the shelves with the blue trays in the Student Room in the Maths Satellite for hand-outs and coursework return. Please contact Heather for help.
- Details on penalties for late coursework, extensions and exemptions can be found on the Student Resources page.

Additional Academic Help

- All lecturers should post on the VLE some information on who students should contact for additional help. This should in the first instance be the student’s tutorial or workshop supervisor, then the lecturer. If the students cannot receive adequate help and support, they should contact Margit.

Attendance Monitoring will be carried out as last year:
- The Maths Taught Student Office will identify about three to six teaching activities for each module.
- Printed sign-in sheets will be placed in the lecturers’ or tutors’ pigeon holes ahead of the activities to be monitored.
- Lecturers should circulate these in the lectures, and return to the Maths Taught Student Office as soon as possible after the teaching session. The internal Maths mail system can be used for this. Data will be entered and processed by the Maths Taught Student Office.
- Lecturers are asked not to enter any data themselves into the attendance monitoring system. Lecturers are free to take and keep additional attendance records if they wish to do so.
- Students with repeated absences on their record will be asked to see The Director of Student Education, the Head of School, or be issued a formal warning.

Ideas for Improving your Teaching

See https://www1.maths.leeds.ac.uk/local/staff/teaching/Improve_your_teaching.html. Suggestions for additions (to John W. or Margit) are always welcome.

Prerequisites

If students on Maths and Maths related programmes want to take a module for which they do not have the required pre-requisites they are asked to seek advice and consent from the lecturer. We will enforce pre-requisites for students on non-Maths programmes taking Maths modules as electives.

Timetables for level 3 and 5M modules

For level 3 and 5M modules, all teaching sessions (apart from practicals) have been timetabled as “lectures”. It is up to the lecturer to decide and inform students how they incorporate examples, workshop-type activities (if needed) into the sessions.

If you have any questions or concerns, please let me know.
Margit Messmer, m.messmer@leeds.ac.uk
January 2015