

Faculty Updates for the Fall (Monday, August 17)

Classroom Distancing and Capacity

- The President decided to move classroom distancing for students from the 3' distancing that had been set to as close to 6' distancing as possible. Facilities has set up classrooms to follow this protocol.
- This change in classrooms has lessened the capacity of most classrooms. You can find a list of new classroom capacities [here](#). Note that labs and art studio rooms are not included here. Professors using those rooms should work to provide the best possible distancing between 3-6' feasible while still allowing the students to accomplish their objectives in the courses.
- The classrooms have been measured for distancing, and stickers have been placed at the leading edge of the desk to indicate where the students shall sit. **Please do not move tables or chairs around in classrooms.** Some of the seating arrangements are a little awkward, where students are sitting at the end of desks. We have set up the rooms as well as we can order to maintain both room capacity and social distancing.
- The registrar and the Constantin Dean's Office has reassigned classrooms where possible to ensure the most sections fit into their classrooms. In just a few cases, (**fewer than a dozen**) due to the schedule, the number of students in a course, and the time of the course, a few professors will have more students than fit into the room with the new distancing. We will work with faculty for them to decide how best to work with their class given this situation. In some cases, where just a couple of students more than the capacity are enrolled, seating may be arranged to try to manage that capacity. Another way is to split the class into different groups, who attend face-to-face one day and then online another day for TR classes, and to work out groups for MWF groups to attend alternately in class and online as well. The eLearning Team can help professors with other models of hybrid classes to face this situation. For example, a third way is to set up a pattern of a group of students over capacity and have them alternate going online, for example, 2-3 students, so that each class day, a different 2-3 students would go online, thus keeping the class from necessitating two complete split groups.
- Final classroom assignments should be posted by noon in Banner, Tuesday, August 18th.

- Faculty and Chairs should be careful about allowing students beyond caps into classrooms. Please check with your dean before approving extra students.

Classrooms

- **Disinfectant** bottles and microfiber clothes have been provided for or installed in all classrooms and studios. Faculty will need to set up a plan with students in their classroom to clean surfaces that have been used during the class, especially tables. Spraying the tables quickly, letting the spray sit for ten seconds, and then wiping should prepare the classroom for the next class. Only areas which have been used need to be cleaned. The professor will be responsible for cleaning her or his area and the computer and camera, if used. The computer keyboard and the camera should be cleaned by spraying the micro-fiber cloth and gently wiping the keyboard and camera.
- **Attendance**: Faculty will need to require permanent seating for their students, and make a seating chart with names filled out to give to their administrative assistant, so that sheet can be given to the Health Center in case there is a need for contact tracing of a student who tests positive. **This seating chart is very important for contact tracing, should a student in the class test positive for COVID-19. Such seating charts will help prevent having to quarantine whole classes.**
- **Entrance and Exit Classroom Strategy**: **Faculty should consider how they would like students to enter and exit the classroom, so they can do so in the most efficient fashion.**
- **Mask Wearing**: Students and faculty will be required to wear masks at all times in classrooms. If a student arrives to class without a mask, the student can be offered a mask. If a student refuses to wear a mask, the student shall be asked to leave the classroom. Faculty may choose to count that class as an absence. Faculty are requested by the COVID Implementation Committee to report the student's actions to the Dean of Student Life.
- **The clear see through masks distributed to faculty can be tightened to ensure they fit better to the face.**
- Students who appear sick or coughing frequently shall be asked to leave the class and attend online. Students should follow precautions, cough into the crooks of their arms, etc. **You are permitted, and indeed encouraged, to require that sick or exposed students in your course report their symptoms through the [Student Reporting Form](#).**
- **Dr. Rodriguez or one of the deans will notify you promptly if the Student Health Clinic has advised one of your on-ground students to quarantine or self-isolate. Whenever a student is under doctor's orders to miss your on-**

ground class, you **may not** penalize that student for his or her absence, and you must give him or her the full opportunity to make up the missed work. You of course retain your usual discretion in assigning replacement or make-up assignments. You are not obligated to begin making special arrangements for a student (such as for synchronous class participation) until 24 hours after you received notice of his or her condition.

- **Teaching Outside**

- If you are taking your classes outside to teach,

- **Health Clinic COVID-19 Testing**

- **The University Health Center will provide COVID-19 testing only for students, and will not be able to provide testing for faculty and staff**, due to the nature of our Health Center's medical staff, who are insured and trained for adolescents and young adults.
- Faculty will be provided with a package from their admin at the beginning of the semester which will contain an eraser, some markers, some spare masks to give to students who arrive in class, a face-mask with clear plastic for use in teaching, to allow greater reading of expressions for students. We will have more of these masks arriving later in the semester, but we have some for every professor to begin the year. We are giving faculty their own erasers and markers so they will not be sharing them with other faculty during the day.
 - **Markers for SB Hall:** If you are teaching in SB Hall, please only use blue or black markers. They should be marked Low Odor. If you do not have this type of marker on you, please stop by the Business Resource Center, SB 131, in the atrium, and the GA will gladly assist you.
- When distributing paper to the students, quizzes, etc., the professor should hand out each paper individually to each student, rather than passing them through the hands of students. The same is true of collecting papers in the classroom. Please do not have the admins distribute papers to the students, as we want to avoid students coming en masse into the small department offices.

Classroom Technology

- **Instructional Videos:** The recording of this Friday's training session did not come out so well. I have made three brief videos to demonstrate how I experimented with the set-up and technology in Farrell 207. Unfortunately these are not so well made either, so please be patient with my skills. I myself am still learning this technology.

- [Here](#) is a brief video of how the classrooms are set up, disinfectant, seating, and the camera and computer.
- [Here](#) is a video of how to set up the camera and Brightspace.
- [Here](#) is a video of how to use the camera in Brightspace with Virtual Classroom.
- We have installed cameras and mics and a computer and speakers in every classroom, so that faculty can live-stream and record their class for students who are online for the whole semester, or for students who are temporarily online for isolation or quarantine. JD Peavler, our Director of AV, has created a [video](#) for you to know how to use this equipment. As of Friday, cameras are installed in all classrooms. You are encouraged to try out these cameras before school starts, even if you do not have students online at the beginning. Our AV team and our eLearning team are happy to assist you with any problems you may run into as you learn how to use this equipment.
- **Managing and restricting recordings:** If you wish to restrict the viewing of recordings of your class, you can set up your Virtual Class in Brightspace so that you choose which students can participate in the live-streaming, and then only send the recorded link to students who you deem should be able to view the recording of your class.

1. When you create your Virtual Classroom class, it will offer you four options.
2. If you wish to record the meeting, click “**Automatically record meeting.**”
3. If you do not want your students to have automatic access to the recorded session, unclick “**Publish recorded meeting.**”
4. If you want only a select number of students to be able to attend online, unclick “**Invite entire class,**” and click “**Allow external participants**”.
5. Share the external link with the the members of the class you wish to have access the live session (that will be recorded)
6. Now, those students should not have access to the recording after it was made since they only had the external link to use and shouldn’t see it within the Virtual Classroom link
7. If the instructor wants to share the recording there is an option from the recording page to get an external link that can be shared out “**Copy public url**”

- Due to the way in which we have set up the cameras and computers, we are asking faculty not to bring their own devices to class. We want to avoid disconnecting the cameras and computers and then having to reconnect them. You can bring flashdrives or google drives or other online resources. For faculty who believe they must use their own device based upon special

programs loaded on their computers, please contact IT (support@udallas.edu) to discuss this request.

Online Students

- We have currently approximately 165 undergraduate students who are taking fall courses completely online. We are also expecting throughout the semester to have students who may test positive for COVID and isolated until they recover, or be quarantined for contact tracing. Our undergraduate deans' offices will be contacting faculty and letting them know which of their students are going to be online for the semester.
- Our goal is to give our online students an excellent UD experience, to make sure that we can engage with them as much as possible. That personal engagement which occurs so naturally in the classroom should be a major emphasis upon our work with online students.
- For undergraduate faculty, your deans and chairs will be approaching you about filling out a form indicating your plans for the semester with the use of Brightspace and online technology, as well as your plans in case the semester goes completely online once again.

eLearning Support

Email Wendy or Vanessa at elarning@udallas.edu.

Some of you may have specific questions pertaining to your individual courses. You can drop by our Virtual Office Hours to get assistance with your questions. To participate in Virtual Office Hours, click the link below to join:

[CLICK HERE TO JOIN VIRTUAL OFFICE HOURS](#)

Brightspace

- [Improvements to Bongo Virtual Classroom August 20](#)

Zoom

- The University has purchased a limited institutional license for Zoom with 200 licenses. We have distributed licenses first to faculty who are teaching completely online for the semester, and then deans have contacted full time faculty about their interest in the remaining licenses. Licenses can be used for a semester and then distributed to someone else in the spring. Should the university go completely online this fall, we will arrange to supply licenses for all who desire them.

- **Faculty Zoom Tips**

- [Here](#) is a page for tips for Zoom from your UD colleagues. We haven't tested these out and don't necessarily endorse them, but they have the stamp of approval from use in the UD classroom. We hope you find them helpful. You all have editing access on this page to add further tips.
- [Here](#) is a page for Zoom Tips and Resources for Faculty from the Gupta College of Business.
- [Here](#) is a page for Zoom Tips for Students from the Gupta College of Business
- [Here](#) is a document regarding Securing your Zoom meeting.

Proctoring

- **Proctorio:** We have obtained a new online proctoring system called Proctorio, which has been integrated into our Brightspace system.
 - **ADA Proctoring:**
 - We will be using Proctorio for the great majority of ADA proctoring. This proctoring system is completely online, and is accessed through Brightspace.
 - For this form of proctoring, faculty will have to create their quiz or test in Brightspace. The eLearning team will be very happy to help faculty learn how to create their exam in Brightspace.
 - This testing costs \$5 per exam. The university will reimburse all ADA students for taking proctored exams.
 - Josh Skinner, our ADA coordinator, will be reaching out to all ADA students and their faculty about the use of Proctorio.
 - Students must have both a camera and a mic in their computer.
 - For faculty or students who cannot reasonably utilize this method, we will find a way to provide live graduate student proctoring. Daniel Adams, our Academic Success Adviser, will be coordinating in person proctoring.
 - Our in-person proctoring will be restricted to certain hours and days set in advance.
 - **Online Student Proctoring for Midterms or Finals**
 - Faculty evinced a concern about plagiarism in final exams this spring. Faculty who are teaching online courses or teaching online students may use the Proctorio service for midterms and finals. For students who are online for ADA reasons, students will be reimbursed the \$5 per exam. Otherwise students will

pay the \$5 out of their own pockets. In order to prohibit overuse of this system, we are limiting use of Proctorio to midterms and finals. Instructions on how to use Proctorio can be found [here](#).

Calendar and Schedule for Undergraduate, Braniff and Neuhoff Grad Students

- Our fall classroom schedule is changed to allow 15 minutes between classes. You can find that new schedule [here](#). Those changes should be listed in Banner by August 14 at the latest.
- A number of changes have been made to the fall semester schedule.
 - Tuesday, August 18th, 5:00 p.m.: Mass of the Holy Spirit
 - Wednesday, August 19th: Classes Begin
 - Tuesday, August 25th: Final Online Registration Day
 - Friday, August 28th: Last day for add/drop classes
 - **MONDAY, SEPTEMBER 7: Labor Day: Classes meet** for undergraduate, Braniff graduate, and Neuhoff graduate students. Classes do not meet for Gupta COB graduate students.
 - October 2: Fall Reading Day: No classes.
 - Monday, October 12: Undergraduate midterm grades due.
 - October 18-24: Charity Week
 - Monday, October 26: Academic counseling and spring registration begins
 - Friday, October 30th: Last day to withdraw from classes
 - Thursday, November 19: Last day of instructions
 - Saturday, November 21 to Wednesday, November 25: Final Exams

Cowan-Blakley Library

The library has introduced a number of different options to help faculty and students this semester.

- The library is offering contactless pickup
- The library is offering self-check out options
- The library is offering virtual reference appointments for faculty and students
- The library is offering virtual instruction sessions, pre-recorded sessions.