ACADEMIC CONTINUITY
SEAS TOWN HALL

Student & Faculty Concerns
Issues & Resources to Support Teaching and Learning
Good Communication is Key

Communicate reasonable expectations to students:

• Not OK to share course content without instructor’s permission (good idea to put a statement on slides, etc.)
• Use official UB email address, monitor UBlearns Announcements
• Set expectations on how often students should check in, AND when/how you will respond (email, Ublearns, etc)
• Same Q’s? Create Discussion Board/FAQ in UBlearns
• PLEASE share questions/concerns – we’re all learning from this experience.
Prime Issues:

• Exams
• Office Hours
• Capstone Including Student Teams
• Labs

One stop shop for resources:

http://engineering.buffalo.edu/home/coronavirus.info-for-faculty-staff.html
Accessing all the “how to’s”

SEAS COVID-19 Information

The School of Engineering and Applied Sciences cares deeply about the health and academic progress of our students, as well as the safety of our faculty, staff and their families. We are committed to supporting the SEAS community during this transition to online learning while working together to take the necessary precautions to mitigate the spread of COVID-19.

For the latest campus updates, visit the UB COVID-19 Information site.

In addition to the information being distributed out of the Office of the Provost and Center for Educational Innovation, our Office of Digital & Online Education and SENS recommend the following:

- Please remind students to keep devices updated with the latest UB software (VPN, security patches, etc.)
- Faculty can forward your UB office phone number to another device in the event you cannot access your office phone. The following links describe UBIT phone features:
Accessing all the “how to’s”

- UBbox allows access to both on and off campus files and does not require a VPN connection.
- UB has obtained a license for Zoom. We anticipate that it will be available soon. Please check back for updates.

Panopto

UBIT has new “Recording with Panopto” instructions (approx. 20 minutes plus reference links) that walks through all of the steps necessary to get started and use/record/edit with Panopto and distribute via UBlearn. In addition, Live Training Sessions that you can participate in remotely will be held as follows:

Wednesday, 3/18/20 9:30-10:30am: https://ub.hosted.panopto.com/Panopto/Play.axd?h=74b4e867-af24-464a-8d06-667d89f2a4c

Friday, 3/20/20 9:30-10:30am: https://ub.hosted.panopto.com/Panopto/Play.axd?h=601dca-75c5-49d1-a0c6-ab7a00f2be75

If you are creating Panopto recordings and wish to discourage file sharing, please review the settings and restrict permissions (no podcast downloading) accordingly. If you have questions, reach out to Lisa Stephens, Jim Michalowski or sanshelp@buffalo.edu.

UB Center for Educational Innovation (CIE)

CIE has “Emergency Course Building” Help Sessions available all week – it’s recommended that you reserve a spot in advance, but they had overflow rooms available yesterday. They have also added a “Recommended Pathway” to quickly understand creating videos, assessment, student interaction and communication. (Note: the above “Recording with Panopto” is a more recent recording, so you can skip over the Panopto link if you’ve already watched the UBIT presentation).

The UB Center for Educational Innovation is making instructional support staff available in addition to the usual UBlearn support staff at ublearn@buffalo.edu. Feel free to reach out to them for additional instructional help.

General Guidance

This is a good time to review your syllabus, powerpoints, and other instructional materials to ensure inclusion of a copyright statement. CIE faculty have used this statement: The materials provided by the instructor in this course are for the use of the students enrolled in the course only. Copyrighted course materials may not be further disseminated without instructor permission.

If you have not recently used WebEx (provided by UB), Zoom, Skype or another webconferencing software, we suggest a test call with a friend to become familiar with your preferred webconference tool features.

Exam integrity within UBlearn can be assisted by limiting the amount of time a student has to complete the exam, randomizing questions and/or answers, and using the integrated Respondus LockDown Browser and Monitor in UBlearn.

Contact Us

If you have questions or need help, please reach out to Lisa Stephens, and/or Jim Michalowski.
Identify your priorities

• Prioritize the learning activities
• Chunk content into SHORT Video Lectures (5-7 min. ideal)
• Panopto offers highest quality recording
• Can embed quizzes
• Will also be able to record via Zoom next week
• Webex available too.
Learning Activities

• Student Presentations
  • Live Conferencing
  • Student recording and uploading

• Assessment and Grading
  • Submit Assignments through UBLearns or Email
  • Create exams and quizzes in UBLearns
  • Grade using the UBLearns grade center
  • Respondus Lock Down Browser available as a deterrent
Recording Lectures with Panopto

• Record powerpoint, video and audio
• Lectures, mini lessons, or quick check-ins with students
Connecting through Videoconferencing

- Live Lecture
- Live Discussions
- Student Presentations
- Zoom and Webex
Zoom - https://zoom.com

• This is our preferred choice
• Every faculty currently teaching will get an invite to create an account
• Use for lectures, live discussions, breakout sessions for small groups, office hours
WebEx

• Every faculty, staff, and student has an account through the University
• Use for lectures, live discussions, breakout sessions for small groups, office hours
• Students can use this to meet on their own
Additional Campus Resources

• Center for Educational Innovation (CEI)

Go to: buffalo.edu/ubcei and select
“Teaching Beyond the Campus” for information
• Emergency Course Building Sessions
• Emergency Course Planning

2 Hour Emergency Course Building
sessions are available with break out
groups for focused needs such as:
• Panopto
• Discussion boards
• Assessment at a Distance, etc.

Four themes below provide more
detailed information, may be useful to
review prior to attending a session.
Additional SUNY resources

https://innovate.suny.edu/community/covid19/

Thanks to the UB-EDC Slack Community on Campus for additional resources!