Dear BSPH Spring Instructors,

You may have read yesterday evening’s “Coronavirus—Campuswide Status Update” message from the Office of the Chancellor. I wanted to highlight some important information for this upcoming spring quarter. I will continue to update instructors as new information on campus policies develop.

**Starting in Spring Quarter, all lecture and discussion courses will be delivered remotely.** In the context of our campus, this will mainly involve offering conventional courses via online teaching and learning tools. Zoom can be used to deliver real-time online lectures, hold interactive sessions and office hours, or to pre-record short lectures.

Course materials of all types can be placed on or linked to the Canvas LMS, including videos or podcasts of lectures, readings, and assignments; Canvas can also mediate tests and chat-based discussions. Laboratory and studio courses for which remote instruction is not possible will continue to meet in person, for the time being.

Educational Technology Services, in collaboration with the Teaching and Learning Commons has developed a resource page where faculty can access tools, support and guidance for remote delivery of course materials or instruction. The EdTech team is ready to help and support you if you have any questions. You can contact the EdTech Services office at 858-822-3315 or edtech@ucsd.edu. You can also contact the EdTech Services office at 858-822-3315 or canvas@ucsd.edu for Canvas specific questions.

The Teaching & Learning Commons are working on communication to help faculty during this transition. In the meantime I recommend checking out Education Continuity Tools and Resources for information to get you started with setting up your spring course online. Sarah Dauchez has also provided a helpful article from The Chronicle of Higher Education “Going Online in a Hurry: What to Do and Where to Start” that I recommend reading if you have a chance.

### UCSD Recommended Tools for Delivering a Lecture Online

<table>
<thead>
<tr>
<th>Task</th>
<th>Recommended Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record lecture/discussion on campus</td>
<td>Podcasting service</td>
</tr>
<tr>
<td>Record lecture/discussion off campus</td>
<td>Zoom</td>
</tr>
<tr>
<td></td>
<td>Kaltura Capture app</td>
</tr>
<tr>
<td>Host live lecture/discussion off campus</td>
<td>Zoom</td>
</tr>
<tr>
<td>Make recordings available on Canvas</td>
<td>Kaltura Media Gallery</td>
</tr>
</tbody>
</table>
SP20 TEACHING IMPORTANT ANOUNCEMENT: COVID-19 Campus Requirements and Recommendations

Below I have highlighted some additional important information for reference. Please let me know if you have any immediate questions and I will do my best to provide answers to the best of my ability.

Thank you for your patience during this transitional time.

Near-Term Tactics for Spring Quarter 2020: Near-term tactics to maintain educational continuity and resilience during Spring Quarter 2020, with minimal disruption due to instructor or student illness or quarantine.

- Plan to temporarily deliver all feasible conventional courses via tele-presence, including lectures, course documents, assignments, and exams. Note that developing and gaining approval for new permanent online R-courses will take more time, as discussed among the long-term strategies below.
- Detailed responsibilities of faculty, chairs/directors/provosts, and deans are below.

Responsibilities of the Instructor of Record:

- Place all course gradebooks in Canvas.
- Place all course materials in Canvas.
- Have students submit all possible assignments remotely by uploading them in Canvas.
- Hold quizzes and exams via Canvas, using tools like ProctorU to ensure academic integrity. Details of the online secure proctoring services campus supports are found here: https://digitallearning.ucsd.edu/instructors/resources/proctoring/ Interested faculty contact Digital Learning at online@ucsd.edu.
- Make videos or audio podcasts of lectures and post them on Canvas, or class websites linked from Canvas, with the expectation that students will use these instead of attending lectures in person.
  - Give strong consideration to providing permission for colleagues to use your podcasts during the emergency period, for the benefit of our students.
  - Check the existing online inventory of course podcasts to see whether podcasts of your course already exist https://podcast.ucsd.edu/default.aspx#pastcourses. These can be a great resource for you and your students.
- Hold interactive seminar, discussion-section, or office hour sessions via Zoom; all instructors and TAs are being provisioned with ZoomPro accounts to make this feasible.
- Plan alternative ways of teaching lab/studio courses to the maximum extent possible.
- Ask ETS and the Commons for help as needed. On-demand assistance at https://edtech.ucsd.edu/contact/ and https://blink.ucsd.edu/technology/help-desk/service-desk. For support from Digital Learning in the Commons, email online.ucsd.edu.
- If you require resources to deliver your course remotely or other alternative format, it is your duty to ask your chair to help you acquire those resources, so we can serve our students.
SP20 TEACHING IMPORTANT ANOUNCEMENT: COVID-19 Campus Requirements and Recommendations

Responsibilities of the Chairs/Directors/Provosts

- Get the inventory of previous podcasts of your unit’s courses from [https://podcast.ucsd.edu/default.aspx#pastcourses](https://podcast.ucsd.edu/default.aspx#pastcourses). Ask the faculty who made the podcasts for permission to allow access and usage by colleagues during this emergency. Document with ETS which podcasts have been released for use.
- Facilitate creation of podcasts for additional courses during spring and summer quarters. Focus on (a) those being taught in current quarter and (b) those that will be taught in fall [creating advance inventory would be advantageous].
- Help faculty plan alternative methods of conducting courses usually done in lab/studio format, to the extent possible.
- Ensure that faculty have the resources needed to get their gradebooks, course materials, assignments, and podcasts into Canvas. If a faculty member requests resources to enable their delivering a course remotely, it is your duty to either find a way to assist them or else take the matter up with the dean.
- Report weekly to the Dean on your unit’s concrete progress on the matters listed above.

Responsibilities of the Deans

- Support the work of the unit leaders and the faculty as above. If a chair requests resources to enable delivering a course remotely, it is your responsibility to find a way to assist them or to take the matter up with the EVC.
- Report weekly to the EVC on the concrete progress by your school/division on the matters listed above.

Helpful Links:
[Covid-19 Campus Requirements and Recommendations in Support of Educational Continuity](https://https://podcast.ucsd.edu/default.aspx#pastcourses)
[Covid-19 Academic Affairs FAQs and Resources](https://https://podcast.ucsd.edu/default.aspx#pastcourses)
[Covid-19 FAQ on Educational Continuity](https://https://podcast.ucsd.edu/default.aspx#pastcourses)