

CoP Guidance on Remote Learning Options

In the event of a mandatory quarantine or University closure, the following policies and procedures should be utilized in order to enable faculty and students to continue academic coursework. Please contact Drs. Kim Illingworth Plake (kplake@purdue.edu) or Patti Darbishire (darbishi@purdue.edu) for questions or assistance.

Instruction

Option 1: Pre-recorded, asynchronous video lectures

- Faculty will have a variety of technologies available to them to record lectures and post to LMS (Blackboard or Brightspace). [Mediaspace](#) is a tool to allow faculty to access recorded course videos to be posted on the LMS.
- The **CoP IT Team Pandemic Preparation Document** will provide step-by-step directions on how to record lectures as well as use Mediaspace to upload videos to the LMS. Contact the IT team if you would like assistance in utilizing these technologies.
 - Voice-over Powerpoint
 - Kaltura Personal Capture for Boilercast
 - [Camtasia](#)
 - [Video Express](#)
 - Video Express rooms are available on campus for faculty to record lectures. Once recorded, lectures are immediately uploaded to Mediaspace for transfer to LMS. [Reserve a room to record your lecture.](#) Be aware that rooms are limited on campus and reserve them in advance.
 - Boilercast
 - Determine if Boilercast is currently being used for the course. Check with course coordinator or Mark Sharp (sharpm@purdue.edu) if unsure.
 - Deliver lecture in the normal room and class time.
 - Video will be available to students on LMS automatically (if Boilercast was requested for course).
 - If recording and uploading lectures through other means (see above), notify students that Boilercast will contain an silent video/blank file.
- CoP IT will have webcams and microphones available for faculty if needed.
- In preparing your video lectures, consider “chunking” information into short segments (10-15 minutes) to be uploaded into LMS.
- Faculty are encouraged to create comprehension/engagement assignments or quizzes to accompany asynchronous video.
 - Add at least 1-2 active learning exercises to engage students with material.
 - Create assignments to be submitted via LMS. Faculty also can utilize ExamSoft (P1/P2 students) for assignment submission and rubrics.
 - Create quizzes using ExamSoft (P1/P2 students) or on LMS.
- Faculty have technology available, such as [discussion boards](#) through LMS, [Hotseat](#) or [WebEx](#), to facilitate course discussion.
 - WebEx can handle up to 1000 users in a meeting. See IT guidance for WebEx set-up.
- Faculty and TA will provide office hours during a designated time to answer student questions by email, discussion boards, or WebEx.

Option 2: Recycling old lecture recordings

- Faculty may use recordings (if available) from previous years

- Work with Mark Sharp (sharpm@purdue.edu) to determine videos to be posted to LMS.
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Exams/Assessments

- Create exams or assignments using ExamSoft (P1/P2) or LMS system (P3).
- Communicate expectations to students about the exams/assignments and consequences if expectations are violated.
 - Individual vs. group testing?
 - Access to notes or web-based resources?
 - If found to be cheating, does a student fail the test, fail the course, etc.?
- Consider using the following procedures to encourage academic honesty for M/C exams:
 - Create a timed test
 - Randomize questions
 - Do not allow reverse navigation (e.g., prohibit back-tracking)
 - Create question pools so that students receive different sets of questions
- Consider using an open source/open book exam
 - Develop questions that focus on application and synthesis.
 - Examples
 - M/C questions with an additional linked question where students are asked to explain the rationale to their answer.
 - Essays or short answer questions
 - Case-based questions
- Both ExamSoft and Blackboard support short answer/essay questions and rubrics for assessment.
- Other tools are available for assignments and assessments, such as [Gradescope](#) and [Circuit](#).
- Contact Dave Foster (drfoster@purdue.edu) or Kim Illingworth Plake (kplake@purdue.edu) for assistance.