

Fall Planning 2020 Tips

Classrooms

- Face masks required by both instructors and students
 - Clear masks are available for those that need accommodations
 - Include syllabus language about expectations about wearing masks, etc. (language from the University will be forthcoming)
 - Can consider incorporating mask-wearing as part of the grade
 - If students are not wearing mask, ask and remind.
 - If a student refuses to wear mask, ask student to leave classroom
 - Report student for multiple violations
 - If student refuses to leave classroom, can end class and ask students leave. Would need to provide educational content online so instruction is available to students.
- Face shields/mobile plexiglass an option when 6 ft. distance cannot be maintained
- Cleaning between class transition responsibility of students/instructors (current thought and may change)
 - Allowable to alter time by starting 5 minutes later or end 5 minutes earlier to cleaning. Can accommodate the time difference by adding components online.
- Plan for accommodating students who cannot return to campus
 - Coordinators can manage sections individually or grouped together in an online section using Brightspace
- Some courses have room assignments, but they likely won't be finalized until July 27.

Classroom Technology

- ITaP has updated the classroom technology web page to include more information about the available technology in each classroom. You can find that web page here: <https://www.itap.purdue.edu/facilities/tic/locations/index.html>
- ITaP has deployed webcams to classrooms above 50 seats. (approximately 100 classrooms). They have ordered and received extra web cams so if anyone needs a web cam in a classroom that does not have one, contact Mark Sharp (sharpm@purdue.edu) and he will make a request. Webcam supplies are limited, so the sooner you are able to make the request, the better.
- Boilercast and live streaming is available on all centrally scheduled rooms on campus
 - Webcams are being installed in rooms larger than 50 students to capture instructors
 - Instructors should sign-up for BoilerCast from this page: <https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/boilercast.aspx>.
- For classrooms equipped for room audio, instructors can request a personal head worn microphone that either connects to a wireless transmitter (which ITaP will now provide in the 104 classrooms with wireless equipment), or in the additional 105 classrooms with wired audio only. This is to project the voice of the instructor to the room audio

system. BoilerCast has its own audio capabilities and can be captured in all classrooms. **For an instructor to request a personal mic, they should fill out this Qualtrics survey:** https://purdue.ca1.qualtrics.com/jfe/form/SV_6PEWudQDuZ2ijl1.

Resources: [Protect Purdue](#)

[Graduate School COVID Information](#)

[Learning and Assessment Resource Page](#)

[Purdue University Innovative Learning Page](#)

[Purdue University Instructional Technology](#)

Teaching and Learning Technology Email: tl@purdue.edu