(contents subject to change – last updated 03/16/20)

The following discussion and action procedures will be expected to come into force should the University and/or the College of Medicine determine that some or all of the operations facilities for teaching and research on the Medical Center Campus should be shut down or suspended as a result of a serious escalation in the Covid-19 infection and transmission situation.

Office of Graduate Education Preparedness and Action

- Mission-critical documents and other data necessary for the off-campus operation of the Office should be identified and, if not yet lodged on the OneDrive server, be promptly located there in preparation for potential off-site access should the need arise.

- All Office of Graduate Education (OGE) personnel will be expected to perform their routine clerical and related duties from home by using digital communications. Access to most documents can be obtained via off-campus linking to appropriate servers through deployment of the Cisco AnyConnect VPN client or by using the OneDrive functionality recently made available university-wide by UCIT.

- Scheduled in-house events related to recruitment, professional development, etc. that fall within the time window of the closing or suspension of on-campus facilities or operations will be postponed until further notice.

- During any period that access to the on-site facilities is barred, or employees are working from home as a precautionary measure, the Director of the Office of Graduate Education will communicate with each of the Office staff on a daily basis to ascertain their daily task list and to ensure that all such operations that can be conducted digitally are being handled appropriately and expeditiously.

Graduate Course Teaching Preparedness and Action

- If classes are suspended owing to closure of the CoM, all students will be notified not to attend class or other formal meetings (e.g., journal clubs, seminars, committee meetings, etc.) until further notice. Such a notification would be expected to come from the central Office of the CoM Dean or the Office of the Provost or President, but will be reinforced by follow-up notifications from the Office of Graduate Education.

- Each Graduate Program will be asked to prepare a list of current Course Directors – with appropriate contact information – so that immediate communication between OGE, Course directors and registered students can be established if the need to postpone or cancel on-site classes arises.
• All Course Directors will be asked to ensure that didactic materials required for continuation of the syllabus according to the published lecture schedule be available for students to access off-site. This will typically be in the form PowerPoint presentations, video recordings, reading materials, etc. All courses are listed in the Learning Management System (i.e., Blackboard or Canvas as appropriate), and all students can be contacted via these portals and should be instructed to access these materials remotely.

• Course Directors will be expected to instruct their individual teaching faculty to pre-record their lectures using either the Echo360 Capture application, which is easily utilized on a home computer with microphone, or alternatively, lectures can be recorded using the Kaltura application available in Canopy under the “Video Tools” link. Pre-recorded lectures can be directly uploaded and made available to students via the Canvas or Blackboard Learning Management System. CETL has launched a website https://www.uc.edu/cetl/remoteteach to help support faculty transitioning to remote teaching. The site includes brief guidance, examples, and videos.

• Some instructions for how to record lectures from a home computer have also been created by the OGE and these can be taken into consideration in addition to those found at the above link (see Addendum below).

• If mid-term or final exams are scheduled during periods where on-site access is not available, Course Directors can expect to receive instructions from the Graduate School or OGE regarding how this can best be handled. Course Directors may choose to design take-home exams or other assignments that can be handled (and graded) remotely via the relevant Learning Management System.

Graduate Students and Research Laboratory Duties

• Graduate students whose predominant duties involve daily attendance in a research laboratory will be expected to follow the guidelines in force for all laboratory personnel, whether faculty, staff or student. Such guidelines will be issued by the CoM Office of Research or directly from the main UC Office of Research. Please see the latest recommendations from the UC Office of Research (https://research.uc.edu/coronavirus-and-your-research). Students working in laboratories at Children’s Hospital should follow the recommended guidelines from either CCHMC or UC – whichever are the most restrictive.

• At this time, the most pertinent instruction is the expectation that all personnel will practice “social distancing” to the greatest extent possible while in the laboratory. At a minimum the expectation is that personnel will try to maintain a minimum distance of 6 feet between themselves and other laboratory personnel. It will be the responsibility of OGE to ensure that all graduate programs receive timely updates as to modifications that might be forthcoming from the UC Administration as the situation develops and ultimately resolves.
It should be incumbent upon each Graduate Program to communicate with all laboratory PI’s who are training graduate students from that program and ask them to create a list of tasks that they will require the students to accomplish while/if they are unable to access the laboratory owing to closure of the facilities. This might include reading the literature, preparing manuscripts, writing thesis chapters, preparing materials for qualifying exams, etc.

In addition, there are likely to be critical experimental resources and/or laboratory procedures that will need to be maintained in order to preserve essential materials, data, etc. This is likely to require some kind of personnel and/or task rota being organized by the PI, with its appropriate implementation subject to approval from the Office of Research in the CoM Dean’s office.
Emergency Teaching Plan for COM Graduate and Undergraduate Programs

The following approaches are some ways to make use of UC infrastructure to deliver lectures and student presentations to your classes if you and/or your students are unable to come to campus.

Recording lectures and student presentations.

Instructors can record lectures using Echo360 and post their recorded lectures to Canvas. Students cannot use Echo360 but they can use Kaltura via the course page on Canvas, to record and post a presentation to Canvas. Recording of lectures and presentations is the simplest approach to keeping a course on schedule during a University closedown. Step by step approaches for instructors and students to make and post recordings are given below.

Instructor use of Echo360 to record and post a lecture to Canvas

(i) **Downloading Eco360 onto your laptop or home computer**

**Note you need administrative privileges** to do the download so arrange this in advance with UCIT

- Go to echo360.org and log in.
- Go to settings (the settings wheel at the top right)
- Go to download. Pick Mac or PC version.
- Open and allow to install.
- You are now ready to go but check the microphone sensitivity before recording. It may need to be increased.

To increase the microphone sensitivity
- Right click the speakers/headphone button at the bottom right of your computer monitor
- Pick sound.
- Pick Input device (the correct microphone) and adjust setting to 100%

Now you are ready to record just as you would in the classroom.

Remember to name your recording and pick your class before you start to record.

(ii) **Adding a lecture recorded with Echo360 to your class in Canvas**

(for if/when you forgot to name and preassign it prior to recording)

- Log into echo360 at echo360.org
- Pick my content
• Search for “untitled”
• Select edit and give the recording a title
• Select Add to class
• Pick course, term, section, new class and give the new class a name (use the date of the class).
• Click Share

**Student recording of presentations**
If your students are making in-class presentations, they can record them via Canvas and their personal computer. The recordings will then automatically be made available to the rest of the class.

• Open Canvas and go to the class page
• Pick “My Media” from the list of course options on the left hand tab (it is near the bottom)
• Click “Add New” (button at top left)
• Pick KalturaCapture
• Download the software if this is the first use. Pick Download for Windows/Mac
• Open the download (bottom left of screen) and go through the set up wizard. Exit My Media and then re-enter my media. You should now get an option to open Kaltura).
• Open Kaltura Capture
• Make the recording using buttons and settings indicated in the window.
• The recording will take a few mins to post in my media.
• View/listen to the recording to see if it is ok. If there is a problem with sound, make sure the appropriate microphone is selected in settings.
• If the recording is ok. it is, give it an appropriate title then click save and upload
• Go back to “my media” and open the recording and click share and pick the appropriate course.
• Go to Media Gallery (tab above my media) in the class Canvas page. Click “Add New”. You should be able to see your recording (It may take a few minutes to appear). Select your recording and click “Publish” (top right button).
• The recording should now appear in the Media Gallery