

INSTRUCTIONAL RESPONSIBILITIES AND ENROLLMENT POLICIES

Educational operations will continue during the event through remote education as follows:

- Faculty will initiate remote instruction as of Monday, March 16. This will include holding a minimum of one class session via Moodle or other remote platform per week. These sessions may include one or more video lectures, PowerPoint presentations, interactive assignments, or reading and writing assignments as determined by course directors.
- Communication will be maintained via Moodle announcements and/or email by the course director including details on assignments such as submission method.
- Limited in person sessions may be facilitated on campus for exams or other assessment measures. These must be scheduled through the Dean and ADAA so appropriate locations can be confirmed.
- Course directors will report to the ADAA student involvement in remote methods as collected during class sessions (attendance at synchronous sessions via Zoom, Moodle log of student viewing, assignment submission, emails). This is to verify all students are accounted for and participating.
- Course directors should report any lack of student response to ADAA.

LINKS

LSUHSC-NO Emergency Alerts: <https://911.lsuhsoc.edu/>

Moodle: <https://moodle.lsuhsoc.edu/login/index.php>

Zoom: <https://www.lsuhsoc.edu/admin/it/helpdesk/zoom/default.aspx>

SPH IT Support: <https://sph.lsuhsoc.edu/resources/computer-support/>

Remote Teaching Resource List (DePaul crowd sourced list by university – open access):

bit.ly/rtresourcelist

ROLES AND RESPONSIBILITIES

Faculty

Faculty need to contact their students by Monday, March 16 to set their expectations.

1. Ensure that each course has a Moodle presence.
2. Develop and communicate to students, Program Director and ADAA amended syllabus or syllabus addendum to include course work, expectations and assignments that will change due to remote course administration.
3. Course directors will report to the ADAA student involvement in remote methods as collected during class sessions (attendance at synchronous sessions via Zoom, Moodle log of student viewing, assignment submission, emails). This is to verify all students are accounted for and participating.

Students

Students will be required to contact course faculty to verify their ability to participate in remote sessions within the first week (7 days). If additional technical or academic support is required, contact ADA or IT Help Desk as soon as possible. Additional instructions related to required software can be found through the IT support page below. Students impacted by events prohibiting communication will be addressed on a case-by-case basis by the Dean.

1. Sign up under LSUHSC Text Alert System
<https://911.lsuhs.edu/eas/textemailalerts.aspx>
2. Ensure your LSUHSC credentials, password and security questions are up to date.
Passwords can be reset by going to <https://www.lsuhs.edu/changepassword/>
3. Log on to the Moodle site within 48 hours of notification to receive further information regarding contacting course faculty for assignments, etc.
4. Monitor LSUHSC email to ensure receipt of all official school communications.
5. Faculty will continue to expect the same level of responsibility and performance from students during an event.
6. Students are required to keep up with course work during the event as specified on course syllabi and Moodle.
7. Students are required to turn in assignments on time during the event period and once the university campus has reopened.
8. Students should also monitor the main LSUHSC site (www.lsuhs.edu) for general information.