

Dear Graduate Students and Faculty

Thank you for your patience as we and the University work through this unusual situation of a very infectious pandemic virus.

Here are the Graduate College guidelines, starting immediately after Spring Break (March 23) until the end of the Spring semester unless rescinded earlier.

**1. Follow all guidelines and restrictions** in the messages from President Harroz, Provost Sanders and OU Medicine. These show up in your email from Office of the Provost (HSC), Donotreply@ouhsc.edu, or The Pulse at OU Medicine. Also watch the InsideHSC web site for updates and changes.

**2. Classes**

2.1 We are directing that Graduate College classes be converted to online format where possible – see the attached documents “TeachAnywhere” and “LearnAnywhere” User Guides for assistance. Students can join classes with Basic Zoom; faculty may need ZoomPro (talk to your Tier One). Do a trial run before the first class.

2.2 If a class has no more than 9 students and one instructor, it may be taught face-to-face but **only if a 6 ft distance can be maintained between all participants**. Also, if a student is uncomfortable attending the class, or if the student is in self-quarantine, the student must be allowed to join by Zoom or similar means without penalty.

2.3 Similarly, “hands-on” classes may be taught in the lab as long as there are no more than 9 students and one instructor at a time and as long as the 6 foot separation between participants can be maintained. Again, if students are uncomfortable or unable to attend, there must be a plan for them to be graded without penalty.

**3. Oral Examinations and Dissertation and Thesis Defenses**

The Graduate College restrictions on remote attendance at General Exams and Thesis and Dissertation Defenses ([Graduate College Bulletin](#) sections 3.5.8, 4.8 and 4.11.3) will be suspended so all participants may attend by Zoom, but the Graduate College must approve each instance. Notify the Graduate College of upcoming Exams and Defenses and provide us with the plans for conducting these. If faculty and students are comfortable with a face-to-face meeting, this can be done as long as there are no more than 10 people in the room and the 6 foot distances are maintained.

**4. Committee Meetings**

In-person meetings are discouraged. However, up to 10 people can meet face-to-face if the 6 foot distance can be maintained. Any participant may elect to join the meeting by Zoom, with no penalty to that person.

**5. Forms**

Graduate College forms needing signatures can be signed electronically or scanned and emailed. Do not go around campus collecting signatures. Graduate College forms requiring multiple signatures can be signed in Acrobat or Reader and emailed to the next person. Do NOT scan and email because then nobody else can sign.

Forms can be downloaded from the [Graduate College web site](#).

## **6. Graduate Research Assistants, Teaching Assistants**

It may be necessary for GRAs or TAs to work from home, if their work can be performed at home. They will continue to be paid but there must be a plan for them to be able to do their job and maintain their academic work, consistent with the University's Telecommuting guidance. Please review the Telecommuting guidance issued from HR [here](#):

## **7. Research Laboratories**

Principal Investigators of research laboratories must have preparations in place in case the University needs to further limit access to campus or critical resources become scarce. Please follow instructions and information at <https://research.ouhsc.edu/Resources/COVID-Research-Updates>. Any questions related to research should go to [VPR@ouhsc.edu](mailto:VPR@ouhsc.edu).

## **8. Travel:**

Travel for professional University purposes is currently suspended. An exception can be requested for mission-critical domestic travel, but most graduate student travel including conference presentation does not qualify. Personal travel may result in required isolation away from campus and delay returning to campus. The current travel guidelines are [here](#). If you have received a travel award from the Graduate College and your travel has been affected, we will honor the award if the conference or research travel is rescheduled. We will try to cover any non-recoverable expenses you have incurred. Please contact [Elaine Masters](#) with questions about these matters.

## **9. Resources**

HSC [Student Counseling](#) Services, HSC [Writing Center](#) and the [Disability Resource Center](#) are available to students. For more information and the most recent updates regarding student services, please visit <https://students.ouhsc.edu/coronavirus>. Student virtual engagement opportunities will be listed on the student events calendar and promoted via social media.

## **10. Department Instructions**

If you receive instructions from your home College or Department that conflict with the above guidelines, follow the more stringent version.

As we all understand, the situation is very fluid at the moment and any escalation in the situation may necessitate campus closure with a mandatory transition to an online learning environment, so everyone please plan accordingly. The Graduate College is committed to providing the necessary support to help facilitate this effort.

I want to thank everyone for their cooperation and patience as we move to continue delivery of our academic program. Please let me know if we have not covered all graduate education activities or if I can assist in any way.

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## Information for Students

The health and well-being of our campus community is the University's top priority. We continue to carefully monitor the COVID-19 Coronavirus, and now, with reported cases in Oklahoma, we urge you to follow the below recommendations.

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### Protect Yourself from Becoming Infected

The most important precaution all of us can take is being mindful of our personal health by [practicing good hygiene](#), such as washing hands frequently. We continue to [follow guidance from the CDC](#) and state and local health authorities and encourage everyone to take reasonable, common-sense measures to keep yourself healthy.

### What to do if you have COVID-19 symptoms

You should not attend class until your symptoms resolve or you are cleared by a medical provider. If you miss class, you must comply with the course syllabi and should contact the faculty members as soon as possible to make arrangements for your missed work. You should assume that all due dates and course requirements still apply. Students on off-campus rotations must follow the normal procedures for reporting absences.

### We're here to help

If you have any health concerns, please call:

- Student Health & Wellness Clinic (OKC): (405) 271-2577
- Student Health Clinic (Tulsa): (918) 660-3102

## Keys to Success

### Test your hardware and software

The two main tools for online learning are Brightspace/D2L (D2L), OUHSC's learning management system, and Zoom, a video conferencing tool. Test that you are able to login to D2L from an off-campus location and setup an account and download Zoom to your own device.

- Access to D2L is available at <https://learn.ouhsc.edu>.
- [Brightspace Pulse](#), the mobile application for D2L, is available for [iOS](#) and [Android](#).
- Zoom is available as a [desktop application](#) for PC and Mac and mobile application on [iOS](#) and [Android](#).

### Tips for Zoom live sessions

- Find a quiet space with limited distractions.
- Wear headphones or earbuds to avoid audio interference.
- Make sure you are muted when you are not talking.
- Utilize the raise your hand feature if you want to ask a question live.
- Utilize the chat feature for questions.
- Join a meeting by phone if you have limited internet access or are experiencing technical difficulties.

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### Check for communication often

Instructors will be sending electronic messages to you via your HSC email and D2L notifications more often. Update your notifications in D2L and make it part of your regular routine to check your inbox multiple times throughout the day.

### Have a routine

Having a set schedule and space can help you manage the stress of your studies and any changes to your established school routine. Setup an intentional physical space where you "go to class." Outline a routine for where and when you will join live sessions, work on course work, and study.

### Be an active participant

Engagement leads to a better understanding. Comment on discussion boards, pose questions, and communicate often with your instructor. Since some activities may not take place in real-time, make an effort to check in often on spaces like discussion boards and email.

### Take advantage of writing consulting online

The HSC Writing Center provides remote online consultation for students and email paper reviews. For complete information on the services the Writing Center offers, consult their website.

### [HSC Writing Center](#)

### Don't be afraid to reach out for help

As the campus continues to do its best to monitor and update the current situation, students may feel scared and overwhelmed. HSC Student Counselling services is available to all students who feel they need extra support.

Contact the counseling center two ways:

- Call: (405) 271-7336 Monday-Friday, 8 am – 5 pm
- Email: [counselors@ouhsc.edu](mailto:counselors@ouhsc.edu). Limit email messages to scheduling information only to protect your confidentiality.

### Be an effective communicator

Communicating effectively is extremely important to doing well in online courses. Keep in mind that class communications are more formal than texting or conversing with your friends. When emailing your instructor or another student:

- State the class and section in which you are enrolled.

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- Be sure to respectfully address your course instructor – check your syllabus for the way they refer to themselves.
- Use appropriate language, spelling, and grammar (**do not use texting short cuts**).
- Communicate in a respectful manner.

### Abide by the Academic Integrity Policy

Academic integrity is extremely important for all students. Transitioning into an online learning environment does not diminish a student's responsibility to honesty in scholarship.

## Get help

### Student D2L Resources

#### **Brightspace Help for Students**

Login to D2L at <https://learn.ouhsc.edu> and click on Brightspace Help for Students in the Student Resources widget for step-by-step instructions on using the platform.

### Student D2L Support by College

#### **College of Allied Health**

- Pam Farmer: [Pam-farmer@ouhsc.edu](mailto:Pam-farmer@ouhsc.edu)
- Gina Vile: [Gina-vile@ouhsc.edu](mailto:Gina-vile@ouhsc.edu)

#### **College of Dentistry**

- College of Dentistry IT Support Team
- Jeremy Bueckers: [Jeremy-bueckers@ouhsc.edu](mailto:Jeremy-bueckers@ouhsc.edu)

#### **College of Medicine/PA Program**

- For both D2L & MedHub - Contact your course coordinator

#### **College of Nursing**

- Contact your individual course faculty.

#### **College of Pharmacy**

- Contact your course coordinator.
- Amy Williams: [Amy-Williams@ouhsc.edu](mailto:Amy-Williams@ouhsc.edu)

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### College of Public Health

- Contact your individual course faculty

### Graduate College

- Contact your individual course faculty

### 24/7 Technical Assistance Zoom Support

If you have questions or are experiencing trouble with this service, you can contact Zoom support directly by clicking on Help Center in Zoom app menu or go [here](#).

Zoom support is provided through the following channels:

- [Zoom Support Website](#)
- Zoom Support Hotline: 1-888-799-9666, Ext. 2
- [info@zoom.us](mailto:info@zoom.us)

### HSC IT Technical Support

- Call HSC IT Helpdesk: (405) 271-2203; Toll Free 1-800-435-7486
- Submit a request: <https://it.ouhsc.edu/services/servicedesk/default.asp>

## Instructional Technologies

### Brightspace by D2L (D2L)

D2L is OUHSC's Learning Management System (LMS). D2L provides one location for all course materials and assignments. Students can access all course content, exams, discussion board and grades using D2L.

#### **\*\*HIPPA, PHI Warning\*\***

- NOTE: *Do not store any PHI related content in our D2L system. While D2L adheres to the strictest standards for keeping information private, there is no such thing as perfect security and D2L cannot guarantee or warrant the security of any data that is received and stored in D2L's Cloud.*

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## Getting Started in D2L

*\*Note: If you are a medical student or PA student in Oklahoma City or Tulsa please refer to the instructions you have been provided related to use of MedHub for any materials that are not stored on D2L.*

As learners, you will be able to view your course content, take assessments and engage with your faculty and peers using the tools in D2L. Login to D2L at <https://learn.ouhsc.edu> and click the Brightspace Help link under student resources to view the most popular “how-to” topics:

- Getting started
- Courses
- Discussions
- Assignments
- Quizzes
- Grades

## Respondus LockDown Browser and Respondus Monitor

**Respondus LockDown Browser** is the software students download to their computer which locks the computer screen so only an online exam is visible. To download the software:

- Login to D2L
- Click the **More** tab in the top navbar
- Click on **LockDown Browser**
- The download defaults to the PC version. If you need the Mac version, click the link in the far left box that says “Do you need the Mac version?”
- For more information on using Respondus LockDown Browser, [click here](#) to access their
- Quick Start Guide

## Respondus Monitor

*Updated 3/18/2020*

Some faculty may be required to give exams during this period of online coursework. If so, they have been asked to use Respondus Monitor, a proctoring tool built into LockDown Browser that will record you during the exam session. This will require the use of a webcam on your computer and you will be guided through a set of steps prior to the start of the exam.

1. Step 1 is a webcam check to ensure the webcam on your computer is working properly.
2. In Step 2, you will be asked to show your student identification card.



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3. Using your webcam, in Step 3, you will be asked to record a brief video of your examination setting (desktop, surrounding area) to ensure you do not have access to materials or other electronic devices.
4. Step 4, the final step, takes a picture of you for facial recognition during the exam session.

Once you have completed this series of steps, the exam will begin. A “Recording” icon will appear at the top right of the screen.

- Do not attempt to exit the exam until you are finished. Just as in LockDown Browser, you will not be able to print, copy, access other applications, or go to other websites during the exam.
- When the exam is submitted, the webcam will stop recording and you will be able to exit LockDown Browser.
- Your instructor will receive a report and video of your exam session supplying red flags of any movement or action during the exam that could be cause for concern.

***Remember, the University’s academic integrity policies are in place and your adherence to those policies are expected no matter where/how you are asked to take your exams.***

### Qualtrics

Qualtrics is the industry-leading provider of Online Survey Software available for all OUHSC-OKC Faculty, Staff & Students.

- To request a Qualtrics account, click [here](#).

\*\*\*\*PLEASE NOTE\*\*\*\*CERTAIN INFORMATION NOT PERMITTED IN QUALTRICS\*\*\*\*

The University of Oklahoma Health Sciences Center DOES NOT have a HIPAA Business Associate Agreement (BAA) with Qualtrics, nor does it have an agreement that covers student or other sensitive information. Therefore, information collected in a Qualtrics survey cannot include Personal Health Information (PHI) or information covered by the Family Educational Rights and Privacy Act (FERPA). In addition, personally identifiable information (PII) or sensitive data which through loss, unauthorized access, or modification could affect any of the missions of the University or the privacy of individuals, should not be collected in Qualtrics. Such data would include, but is not limited to, information such as Social Security numbers, credit card numbers, driver’s license numbers, or bank account information. For additional information on what constitutes sensitive information, refer to IT’s [Definitions for Information Security Policy](#).

- HSC Campus Login: <https://ouhsc.qualtrics.com>
- *Username/Password*: use your HSC email login information

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- Online Tutorial Information: <https://www.qualtrics.com/support/>
- Official video tutorials for using Qualtrics are [here](#).

## Zoom

*Updated Information added 3/17/2020*

### What is Zoom?

Zoom is a video conferencing platform that allows people to connect to virtual classrooms and meetings rooms. The university has appropriated a basic license for students.

### Why are we using it?

As you are aware, due to the COVID-19 virus outbreak, there is a possibility that colleges will be asked to temporarily suspend face-to-face classes in order to reduce community transmission of the virus. If that occurs, faculty and students need to be prepared to switch to online course delivery. In some colleges, instructors will provide a Zoom meeting link for your class to connect to within D2L.

### **STEP 1: How to install and sign in to Zoom**

#### Mac Installation

Some steps may be slightly different due to web browser differences.

1. Open a web browser and go to <https://ouhsc.zoom.us>
2. Scroll to the bottom of the screen and click on the "Download Client" link.
3. On the Zoom webpage that opens, click the blue "Download" button for the Zoom Client for Meetings.
4. Install the "Zoom.pkg" program that was just downloaded by clicking it to run. In the installer dialogue you will need to click "continue".
5. Once installed the application should automatically open. If it does not, open the application.
6. Once installed you may choose to Pin to Taskbar or Keep in Dock so you can find it easier.

#### Windows Installation

Some steps may be slightly different due to web browser differences.

1. Open a web browser and go to <https://ouhsc.zoom.us>
2. Scroll to the bottom of the screen and click on the "Download Client" link.
3. On the Zoom webpage that opens, click the blue "Download" button for the Zoom Client for Meetings.

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4. Install the "Zoominstaller.exe" program that was just downloaded by clicking it to run. Accept any security dialogue warning of changes to your computer.
5. Once installed the application should automatically open. If it does not, open the application.
6. Once installed you may choose to Pin to Taskbar so you can find it easier.

### Smartphone Installation

It is advised that you to use your laptop for class but iOS and Android apps are available.

App store links:

[iOS](#)

[Android](#)

### **STEP 2: How to join a class with Zoom**

If your college elects to use Zoom for class, instructors will provide a Zoom links within each D2L course, allowing you to connect with your class. Follow the instructions below to join a meeting when provided with a Zoom meeting link. (Zoom meeting links look like this: <https://ouhsc.zoom.us/s/82333489111>)

*Note: Some steps may be slightly different due to web browser differences.*

1. Open the Zoom application you have installed on your computer. If you have not installed the Zoom application, follow the instructions above.
2. Click "Sign in."
3. Click "Sign in with SSO" (located on the right side of the sign in box)
4. Type "OUHSC" as the company domain. Click Continue.
5. Zoom will launch the desktop client in your default web browser. Zoom will automatically launch in Chrome. If using another browser, you may be asked to sign in again with your OUHSC username and password.
6. To join a class session, click the Zoom meeting link provided by your instructor in D2L.
7. If prompted to enter your name, enter your first and last name as known by your instructor.
8. Once connected, you will be prompted to "Join with Computer Audio." Click the button to join with computer audio, allowing your computer speaker and microphone to be used during the Zoom session.
9. Once in the meeting, you can then share yourself via "Video" if you desire.

### **STEP 3: Test your Zoom connection with a Zoom Anytime Practice Session**

After installing the Zoom application and learning how to join a meeting, please join the Zoom Anytime Practice Session using the link below. This will allow you to gain confidence to connect to your classes with Zoom. We recommend students attempt off campus connections from the

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location(s) where they are most likely to reside if on-campus classes are temporarily suspended. If you have poor or inconsistent internet connectivity, it may be necessary for you to troubleshoot or upgrade your internet service with your internet service provider.

Anytime Practice Session – <https://support.zoom.us/hc/en-us/articles/115002262083>

For more information, refer to the [Zoom Quick Reference Guide](#) for links to Zoom Help Center Topics

## Frequently Asked Questions

### **What does online instruction look like?**

Instructors have access to two main tools for online instruction: D2L, the HSC learning management system and Zoom, a video conference software. While the transition may force certain activities and assignments to be modified, class meetings may still be held at their regularly scheduled time but may take place on Zoom rather than a physical classroom.

[Read More: How to Join a Zoom Meeting](#)

### **Would my assignments/tests dates stay the same?**

Instructors are encouraged to be realistic about course goals and scheduling. Your instructors should be in communication with you about any changes in the schedule.

### **What if I'm in a lab or clinic that needs to meet on campus?**

Instructors should be communicating with you about alternatives.

### **What about Library resources need to finish assignments?**

Students will still be able to access the Bird Health Sciences Library online tools. If electronic versions of materials are needed or you have other questions, please use the Bird Library's ["Ask a Librarian."](#)

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## OUHSC Teach Anywhere

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Universities are facing challenges with respect to the COVID-19 outbreak. We recognize that HSC students, faculty and staff may face potential effects on teaching/learning in classroom, clinical, laboratory and community settings. To mitigate the impact of any potential disruptions to routine teaching the OUHSC Academic Technology Team (A.T.T.N.) is developing a curated suite of HSC academic continuity plan resources and working with OU-IT, the HSC Colleges and others to deploy necessary supports and assistance.

This document provides an index of tools and information links that can help faculty move their teaching to synchronous or asynchronous delivery online should it become prudent or necessary to do so based on guidance from the University of Oklahoma and OU Health Sciences Center leadership.

This document will be updated as additional information or resources become available.



### Secure access via your HSC login, laptop or desktop computer, or mobile devices

Secure access via your HSC login, laptop or desktop computer, or mobile devices.

1. Ensure you have the DUO Mobile app downloaded; find it in the app store; then register [here](#). DUO will enable you to access your desktop remotely through VPN, if need be.
2. Be sure all updates and security patches have been installed on your device(s).
3. Log into Secure Portal from home [here](#). This will allow you to verify that dual authentication is working properly.
4. Contact IT at (405)271-2203 or self-submit a ticket [here](#) if you need assistance with dual authentication. You can also contact your supporting Tier 1, find them [here](#).

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## D2L/Brightspace Essentials

Brightspace by D2L (D2L) is the official learning management system of the University of Oklahoma Health Sciences Center (HSC) and Tulsa HSC campuses. It is cloud based and has the capacity to store your teaching materials for access by students (based on enrollment), and for faculty and staff to whom permission was granted by you.

1. **Login to D2L:** To ensure you are able to login to D2L from a different computer (laptop or home computer), [click here](#) to ensure your OUHSC credentials work.
  - a. **Compatible browsers:** Chrome, Firefox and Safari. You will **not** be able to login using Internet Explorer.
2. **Request a course:** If you need a course site set up in D2L, complete a course request form by [clicking here](#). The Academic Technology team will contact you as soon as your course shell has been created. You can then insert the specifics based on your current syllabus.
3. **Contact the Academic Technology Team:** If you have any login issues, email [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu). The Academic Technology Team will respond to your issue within 24 hours.

## D2L Brightspace Tools for Communicating with Students

When you have a course set up in D2L, there are embedded tools to help you communicate with learners and provide learners with course materials they need. Students will be able to access the information you offer directly from the D2L platform.

1. **Create a Connection with Your Students:** Connecting with students online is different than face-to-face connections in the classroom.
  - a. For information about connecting with your students in D2L, [read this article](#).
2. **Add Announcements:** Have to post an announcement for your course? This is a good location to announce your office hours, communication preferences, and general information students need as the course progresses.
  - a. Follow along with this [video](#), and post your first Announcement in less than 2 minutes.
3. **Facilitate a Class Discussion:** Discussions allow your students to respond to you and each other asynchronously (i.e., not in real time) to discuss course materials, reflect on key concepts and share experiences.
  - a. Instructions on creating a discussion topic can be found in [Brightspace Help](#).
4. **Zoom Conferencing:** Offer face-time to learners by offering one-on-one office hours or hosting larger synchronous learning time with groups of students. This gives you the opportunity to provide student support in a medium other than email or written announcements.
  - a. Find more information and how to sign up for Zoom, go [here](#).
  - b. Download the Zoom Quick reference guide [here](#).

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### D2L/Brightspace Tools for Adding Content

1. **Add Content:** Need to post a syllabus, or add a power point presentation to the course?
  - a. Get it done in 55 seconds with this quick [tutorial](#).
2. **Add Instructions using the HTML Editor:** This tool helps you add videos, images, and style to your content without having to know any HTML at all.
  - a. If you have less than 5 minutes to spare, this is the perfect [short video](#) for you.
3. **Create an Assignment:** Use Brightspace to create an assignment folder for students to submit assignments.
  - a. Instructions on creating assignments can be found [here](#).
4. **Checking for Plagiarism:** D2L refers to plagiarism detection as “originality checking.” If this option is selected within an Assignment folder, D2L will check submitted files for matches in Turnitin.
  - a. To learn how to enable Turnitin on assignments, [click here](#).
5. **Activate a Course:** Once course content is built and organized, activating a course makes the course appear in the learner’s “My Courses” widget.
  - a. To learn to activate a course, [use this self-help document](#).

### Bird HSC Library Electronic Resources for Making Content Available

Updated 3/18/2020

Faculty have multiple options for making content available remotely by using electronic services offered by the library.

1. If setting up short-term course solution to facilitate online teaching please use [“Ask a Librarian”](#) so library staff can help tailor a solution to your needs.
2. To find courses with electronic reserve materials: <http://library.ouhsc.edu/er.php?b=c>
3. To locate electronic journals and books:  
[https://ou-primo.hosted.exlibrisgroup.com/primo-explore/jsearch?vid=OUHSC&lang=en\\_US](https://ou-primo.hosted.exlibrisgroup.com/primo-explore/jsearch?vid=OUHSC&lang=en_US)
4. To request electronic delivery of an article or book chapter:  
<https://illiad2.ouhsc.edu/illiad/>
5. To browse our online databases/resources:  
<https://library.ouhsc.edu/az.php>
6. To access online help guides:  
<http://library.ouhsc.edu/friendly.php?s=LibguidesAZ>

### Lecture Recording Options: Zoom or Voice-Over PowerPoint

Updated 3/18/2020

#### What is Zoom?

Zoom is a video conferencing platform that allows people to record lectures or connect to virtual classrooms and meetings rooms. The university has appropriated a basic license for faculty and staff.

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## Why are we using it?

There is a possibility that colleges will be asked to temporarily suspend face-to-face classes in order to reduce community transmission of the virus. If that occurs, faculty and students need to be prepared to switch to online course delivery. Zoom will facilitate instructors in recording/uploading lectures or, if approved by your college, provide a Zoom meeting link for your class to connect to within D2L. Instructions to install, sign-in to Zoom, and record lectures can be found below.

## STEP 1: How to install and sign in to Zoom

### Mac Installation

Some steps may be slightly different due to web browser differences.

1. Open a web browser and go to <https://ouhsc.zoom.us>
2. Scroll to the bottom of the screen and click on the "Download Client" link.
3. On the Zoom webpage that opens, click the blue "Download" button for the Zoom Client for Meetings.
4. Install the "Zoom.pkg" program that was just downloaded by clicking it to run. In the installer dialogue you will need to click "continue".
5. Once installed the application should automatically open. If it does not, open the application.
6. Once installed you may choose to Pin to Taskbar or Keep in Dock so you can find it easier.

### Windows Installation

Some steps may be slightly different due to web browser differences.

1. Open a web browser and go to <https://ouhsc.zoom.us>
2. Scroll to the bottom of the screen and click on the "Download Client" link.
3. On the Zoom webpage that opens, click the blue "Download" button for the Zoom Client for Meetings.
4. Install the "Zoominstaller.exe" program that was just downloaded by clicking it to run. Accept any security dialogue warning of changes to your computer.
5. Once installed the application should automatically open. If it does not, open the application.
6. Once installed you may choose to Pin to Taskbar so you can find it easier.

### Smartphone Installation

It is advised that you to use your laptop for class but iOS and Android apps are available.

App store links:

[iOS](#)

[Android](#)



# OUHSC Academic Technology: Academic Continuity Resources

## **STEP 2: How to schedule a class with Zoom**

If your college elects to use Zoom for class, follow the instructions below to schedule a Zoom meeting/class.

1. Sign in to the Zoom application on your computer, click on the “Schedule” button.
2. Set the name as your class name and number, and make sure “Outlook” is selected at the bottom (must have Outlook open already).
3. Click advanced options.
4. Select "Mute participants upon entry"
5. Click schedule. An Outlook event invitation opens.
6. Copy and paste the Join Zoom Meeting link and Meeting ID into your D2L course as a content module.

## **STEP 3: Test your Zoom connection with a Zoom Anytime Practice Session**

After installing the Zoom application and learning how to schedule a meeting, please join the Zoom Anytime Practice Session using the link below. This will allow you to gain confidence to connect your classes with Zoom. We recommend faculty attempt off campus connections from the location(s) where they are most likely to reside if on-campus classes are temporarily suspended. If you have poor or inconsistent internet connectivity, it may be necessary for you to troubleshoot or upgrade your internet service with your internet service provider.

Anytime Practice Session – <https://support.zoom.us/hc/en-us/articles/115002262083>

For more information, refer to the [Zoom Quick Reference Guide](#) for links to Zoom Help Center Topics

## **STEP 4: Create a local recording/lecture using Zoom**

Zoom has been identified as the go-to campus solution for recording lectures that can be uploaded either to the Mediasite platform or directly into courses hosted in D2L.

1. **Instructions:** To create a local recording using Zoom and uploading to Mediasite or D2L, instructions can be found [here](#).
2. **Best practices for online course lecture recordings:** Course design experts recommend chunking information for student consumption. In other words, shorten lectures into smaller chunks of 10-15 minutes focusing on a single concept. This will allow students to stay attentive and focus on smaller bites of information while making the upload/download process much easier for both instructors and students.

## **Voice-Over PowerPoint Lecture**

Voice-Over PowerPoint is another solution for creating lectures using your current PowerPoint slides or when creating new slide sets.

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1. **Instructions:** Learn how to add voice-over to PowerPoint slides by clicking [here](#).
2. **Please note**, when creating voice-over PowerPoint slides to post in D2L, students must download presentations outside of D2L to play in “Show” version on their computers. If you have a large slide deck with multiple graphics, consider breaking the slides up into multiple mini-lectures to alleviate the upload and download time on this file type. D2L can upload files no larger than 1G.

### D2L/Brightspace Tools for Learner Assessment and Testing

1. **Quizzes:** For detailed information on creating quizzes, refer to [Brightspace Help for Instructors](#).
  - a. **Postpone Exams:** If possible, it is advised that exams be postponed until students are back on campus and in class.
  - b. **Respondus Monitor:** If exams must happen, instructors can Respondus Monitor as their online proctoring solution.
    - i. Respondus Monitor requires the use of a webcam so please make your students aware of this requirement.
    - ii. *This is a machine proctored video solution, not a live proctoring session. You will not make the selection of setting exams up in a proctored lab. DO NOT administer high stakes exams during this timeframe!*
  - c. **Respondus Monitor Training:** Comprehensive training webinars for instructors who plan to use Monitor with online exams is currently being offered by Respondus.
    - i. [Watch a Respondus webinar](#) recording before using the video proctoring tool. Updated 3-18-20
  - d. **Setting up Respondus Monitor:** Set up for Respondus Monitor is found using the same LockDown Browser dashboard found under **Assessments > Quizzes** on your D2L course homepage.
    - i. **Instructions:** Click [here](#) for a link to the Respondus Monitor Quick Start Guide.
    - ii. **Startup Sequence:** The startup sequence is a set of optional events that occur before the Monitor webcam session begins.
      1. Access the LockDown Browser dashboard located under **Assessments > Quizzes** on your D2L course homepage.
      2. Review the startup sequence of events. Contact the Academic Technology Team at [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu) if you have any questions regarding the settings.
      3. It is advised that students have their photo taken, show their ID, and conduct the environment and facial detection check (including additional facial detection options). These settings provide the most secure environment available with this technology.

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- e. **Require a Practice Exam:** Respondus Monitor requires the use of a webcam by students and flags suspicious behavior. Because of the additional settings to ensure the integrity of the exam, if possible, it is best to schedule a no-credit practice exam so students understand what will happen in an actual testing situation.
  - i. To further prepare students for this type of testing, provide them with the following link to the [student Quick Start Guide](#) on the Respondus website.
2. **Gradebook:** When creating your gradebook, the most important thing to remember is that your gradebook (grade scheme, grade items, weights, etc.), must match your syllabus.
  - a. **Instructions - Gradebook:** To set up your gradebook, use step-by-step instructions from [Brightspace Help for Instructors](#).
  - b. **Assessing & Grading Learners:** A more detailed overview of assessing and grading learners can be found [here](#).

### Technology Support: For Faculty/Staff

1. **College D2L Tier 1 Support:** Each college (except Graduate College) has Tier 1 D2L support identified. These individuals are faculty's first line of contact when needing direct D2L assistance.
  - a. A list of D2L support contacts can be found on the [Academic Technology website](#).
2. **Campus Academic Technology Support:** The Office of Academic Technology supports eLearning (D2L, Respondus, Qualtrics, TurnItIn), lecture capture and video conferencing services.
  - a. **eLearning Helpdesk** can be reached by emailing [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu).
  - b. **Lecture Capture & Video Conferencing (Zoom and Mediasite) support** can be reached by emailing [amds-dl@ouhsc.edu](mailto:amds-dl@ouhsc.edu).

### Technology Support: For Students

1. [Brightspace Help for Students](#)
2. Student Support By College
  - a. **College of Allied Health**
    - i. Pam Farmer: [Pam-farmer@ouhsc.edu](mailto:Pam-farmer@ouhsc.edu)
    - ii. Gina Vile: [Gina-vile@ouhsc.edu](mailto:Gina-vile@ouhsc.edu)
  - b. **College of Dentistry**
    - i. College of Dentistry IT Support Team
    - ii. Jeremy Bueckers: [Jeremy-bueckers@ouhsc.edu](mailto:Jeremy-bueckers@ouhsc.edu)
  - c. **College of Medicine/PA Program**
    - i. Students contact individual course coordinator
  - d. **College of Nursing**
    - i. Students contact individual course faculty

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- e. **College of Pharmacy**
  - i. Students' first point of contact is course coordinator
  - ii. Amy Williams: [Amy-williams@ouhsc.edu](mailto:Amy-williams@ouhsc.edu)
- f. **College of Public Health**
  - i. Students contact individual course faculty
- g. **Graduate College**
  - i. Students contact individual course faculty

### FAQs (Frequently Asked Questions)

**Helpful Videos.** Are there any helpful videos on line that I can use to refresh or familiarize myself with online teaching strategies? Yes. Here are a few helpful videos for getting started or refreshed:

1. [Brightspace \(D2L\) Video Tutorials](#)
2. [8 Lessons Learned from Teaching online](#)
3. [Online Instruction Design: Instructor Presence](#)