

**Darla Moore School of Business
University of South Carolina**

**Important Information for Instructors
Fall 2020 Teaching**

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The guidance in this document is based on the University's Risk Mitigation Plan 2.0, which is a fluid document. This is also true of this document. Please expect that guidance given may be modified. In some cases, clear guidance on certain issues has yet to be determined. The Dean's Office will keep you informed of any modifications or updates.

*Some of the content in the document has been purposefully repeated so that readers can find the pertinent information in each section.

Version August 2020 3.0

Important Information for Instructors

Fall 2020 Teaching

I. Pre-Semester Instructor Communications

1. Communicate with your students about important information regarding the class by making your syllabus available to students now.
 - ✓ You can post your syllabus to Blackboard now. Students will be able to see the syllabus prior to classes starting as long as tuition has been paid.
 - ✓ Another way that you can post your syllabus that does not depend on whether tuition has been paid is to go to *my.sc.edu*, sign in, click “Faculty and Advisors” > “Faculty Additional Links” > Syllabus Information > Submit (Fall 2020) > Submit (you will see your Class/CRN) and then scroll down. You will need to cut and paste content from your syllabus into the designated boxes.
2. Encourage students to become familiar with using Blackboard Collaborate Ultra if that is what you intend to use for the class.
 - ✓ Share the *generic* Blackboard Collaborate instructions with your students, **or better yet**, appropriately modify the Student Instruction template in the Livestream Training materials in your departmental sandbox to fit your specific plans for how students will livestream your class.
 - Post the appropriately customized instructions in Blackboard as soon as you can.
 - ✓ Generic instructions for students about using Blackboard Collaborate for livestreamed classes will also be shared with students by MarComm on various outlets prior to the start of the semester.
3. Encourage students to install Zoom on their computer if you intend to livestream your class using Zoom.
4. Remind students that to attend your livestreamed class sessions, they must have a functioning computer with speakers, a microphone and a camera or webcam, and internet access. Headsets may be useful to avoid audio feedback.
5. Let students know if there are other things that they should do before class, like pre-loading Respondus Lockdown Browser + Respondus Monitor (these 2 download together) or any statistical or analytical software on their computer, etc.
6. Let students know that all classes will be recorded and that professional decorum is expected.
7. If you are teaching in a classroom, you may want to create an assigned seating chart. (See Sec. II.1).

II. First Day / First Floor

Your first day in the classroom and on the first floor may be very different than what you have experienced in semesters prior to COVID. At least one thing and possibly many things will go wrong. To reduce uncertainty and any attendant anxiety and frustration, expect it, accept it, and plan for it!

1. First Day of Class

- Arrive 15 minutes early so that you have time to set up the technology for F2F teaching and for livestreaming and recording.
- Don't forget to start the recording at the beginning of class.
- The University recommends covering important content related to classroom practices. The COVID-19 Web site provides a COVID-19-basics page geared towards students that faculty can use to guide class discussion.
 - [COVID-19 Basics](#)
- Direct students with disabilities to the Student Disabilities Resource Center.
 - Students with disabilities whose conditions prevent them from wearing a mask should contact the SDRC.
 - [SDRC - Request for Accommodations](#)
- Explain how students will be expected to exit the classroom at the end of class.
 - Back row from left to right exits single file through the back door, followed by second to last row, and so on.
- **Instructors are strongly encouraged to track which students attend class and where those students sit for every class.** Tracking is important for contact-tracing in the event a student in the class tests positive for corona virus.
 - The University encourages establishing an **assigned seating chart**. For this reason, it is imperative that students occupy their assigned seat at every class session, and for split classes, that students attend only the class session to which they are assigned.
 - While instructors are strongly encouraged to take attendance using an assigned seating chart *for the purpose of contact-tracing*, taking attendance for a grade is the decision of the instructor.
 - *If you do not plan to take attendance, then please let students know that they are responsible for knowing what days they were in the classroom.*
 - To aid instructors and students in maintaining and sticking to an assigned seating chart:
 - numbered classroom seating charts for every DMSB classroom are being created that take into account social distancing, and will be available to all instructors before August 20.

- In each classroom, open seats will be numbered. The numbers will be affixed to the tabletop directly in front of the open seats. In Room 101 and 123, seat numbers will be affixed to the inside back of the seat.
- In the DMSB, electronic seating charts are being created in an Excel spreadsheet (with a tab for each class meeting) that mimic the layout of the classroom and that instructors can share in either Google Docs or Microsoft Teams. (Please see next bullet for more information on use).
- Tracking can be accomplished the “old-fashioned way” or through using the “electronic seating charts”:
 - Using a seating chart, assign students to seats prior to the start of classes and implement on the first day of class as students enter the classroom *OR* assign students to the seat they choose to occupy on the first day of class, and then fill in the seating chart before the end of class.
 - Ask students to write down and remember their assigned seat number for the duration of the semester.
 - Once the seating chart is established, the instructor is responsible for tracking attendance at every class session. (To reduce the spread of germs, do not pass the chart out and ask students to sign their name).
 - *Under construction* - Share the electronic seating chart with students in the class through Google Docs or Microsoft Teams. With this method, students are able to fill in their own name in the cell on the shared document corresponding to the assigned seat, without the instructor having to keep track of who attended on a particular day.

2. First Floor

Expect to see the following:

- Signage on the first floor with guidance about the directional flow of student traffic and entry and exit doors to the classrooms.
- Classrooms doors that will be ajar prior to the start of classes and after classes end.
 - You may choose to leave the door ajar or closed once you begin teaching.
- Numbers on desk/table tops or inside-seat back identifying open seats and for use in assigned seating and tracking.
- Student Ambassadors assisting on the first floor with student traffic and for help with minor IT issues from 8am-8pm.
 - If IT issues are not easily resolved, request that a Student Ambassador contact the DMSB IT Helpdesk at 777-2200.

III. Instructor Protocols for the F2F Classroom

1. Reminder: every student has the option to attend any face-to-face (F2F) class sessions (on the assigned day for split classes) virtually, at will. Keep in mind that if attendance or participation are part of a student's grade, then a different approach to attendance tracking may be necessary since students in the classroom may not be present, but instead attending virtually.
 - See [COVID in the Classroom](#), p. 3 "Recommendations and Suggestions on Attendance and Class Participation."
 - "Faculty should have procedures in place to allow students who do not attend classes in person to be involved and participate remotely. There are also many reasons why synchronous class participation may be unreasonable or impossible for some people. A student may be in a different time zone, making it unreasonable to have them wake up at 4:00 a.m. to attend your class; a student's Internet connection may fail unexpectedly or may not be reliable enough for live streaming; or students may have family obligations, such as caring for siblings while their parents need to work; etc."

2. COVID may lead to situations where leniency on virtual class absences is advisable.
 - See [COVID in the Classroom](#), p. 3-4, "Recommendations and Suggestions on Attendance and Class Participation."
 - "In their attendance policies, faculty should be understanding of students who may have unexpected absences. In face-to-face or synchronous online courses where attendance or participation is normally required or represents a significant component of the course grade, we recommend that instructors offer options for students who miss classes to make up the missed participation exercises."
 - Please note. "When students approach faculty members about medical absences related to the pandemic, regardless of class delivery mode, they should be referred to UofSC's [COVID-19 Student Report Form](#). The online form allows students to report their COVID-19 situation (which could be positive test for COVID-19 or a need to quarantine based on COVID-19 exposure) and to upload documentation explaining the situation. The form also gives each student the option to have their information sent to their course instructors."

3. Wear a mask or a face shield covering the nose and mouth on the way to class, in the classroom for the duration of the class period, and upon exiting the classroom.
 - Face shields may be used by in lieu of masks as long as instructors maintain at least 6 feet of distance from students.
 - Classrooms that have been outfitted with shields at the podium are an alternative to wearing a mask or face shield, as long as instructors remain behind the podium and maintain at least 6 feet of distance from students.
 - An instructor who tests positive for COVID must quarantine for two weeks.

4. Maintain 6 feet or more of social distance in the classroom.
 - Refrain from moving away from the podium.
5. Before the start of class, wipe down podium surfaces, the keyboard (which will have a clear plastic cover over it) and any other equipment, including the Yeti podium microphone (and a lapel microphone if you used one) with the cleaning supplies provided in the classroom.
6. Administer an assigned seating chart and require students to stick to it.
 - See Section II.1.
7. Instructors using Teaching Assistants in F2F classes will need to reserve a seat in the classroom (maintaining adequate social distance). It is recommended that the designated seat / tabletop should be marked with a name tent “Reserved for TA”.
8. Ensure that students wipe down the desk/table and chair where they are seated, with the supplies provided in the classroom. This should be done as soon as students take their seat.
9. Announce that the course content is the intellectual property of you, the instructor.
 - Prior to the start of class / livestream / recording, announce or include in your slide deck, as well as your syllabus, any or all of the following statements about class recording and warnings about sharing or distributing copies of recordings or any course content:
 - “For this course, class sessions and discussions will be recorded or live-streamed. Such recordings/streaming will only be available to students registered for this class—to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct.”
 - **“WARNING: THE CONTENTS OF RECORDINGS ARE COPYRIGHTED INTELLECTUAL PROPERTY OF THE FACULTY AND/OR DMSB. ACCESS IS RESTRICTED TO ENROLLED STUDENTS FOR THEIR EDUCATIONAL USE. ANY DISTRIBUTION OR USE OF THE CONTENTS OF THE RECORDING FOR ANY OTHER PURPOSE IS EXPRESSLY PROHIBITED. VIOLATORS ARE SUBJECT TO CIVIL PENALTIES AND/OR UNIVERSITY DISCIPLINE.”**
 - “The content for this course – syllabi, lecture notes, practice problems, answer keys, study reviews, quizzes, exams, chapters, etc created by me for this course – is protected by copyright law. Posting of my course materials without my authorization (during the semester or at any time in the future) is an infringement of copyright law. Please do not post any of my course materials on any online website. Violations will result in an F for the course.”

10. Announce (and include in syllabus) that the class is being recorded and professional decorum is expected.
11. Make sure to start recording at the very beginning of class. This is easy to forget, so please find a way to remind yourself!
12. Students with questions after class should not approach you or the podium. Ask them to email you or attend your virtual office hours.
13. At the end of class, students must exit at the back of the classroom, single file, maintaining at least 6' of social distance, starting with the back row. Request students discard used wipes/paper towels in the trash can at the back of the room as they exit.
14. Refrain from giving any paper handouts in class. Any and all handouts should be made available electronically (email, Blackboard, etc.).
15. In-class presentations at the podium are not permitted. Any and all student presentations must be made via livestreaming software. F2F and remote students are able to share content from their computer with remote students; for sharing with the other F2F students in class, the instructor who is logged into the livestreaming software in the classroom should display the content on the projection screen at the front of the classroom.
 - See Student Instructions for presenting virtually in your departmental sandbox. You may also wish to read the instructions for Instructors (and if you have a TA, request them to read the TA instructions) for assisting students with a virtual presentation.
16. Address students who come into class without wearing a mask or who refuse to keep the mask on during class using the guidelines in the link below.
 - See [COVID in the Classroom](#), p. 2. Student who Fails to Wear a Face Covering
17. Faculty, staff, and students are not permitted to bring food and drink in the classrooms, with the exception of water.

IV. Instructor Protocols for the Virtual Classroom

1. Decide if you want to have students enable video and then state it in the syllabus.
2. COVID may lead to situations where leniency on virtual class absences is advisable.
 - See [COVID in the Classroom](#), p. 3-4, “Recommendations and Suggestions on Attendance and Class Participation.”
 - “In their attendance policies, faculty should be understanding of students who may have unexpected absences. In face-to-face or synchronous online courses where attendance or participation is normally required or represents a significant component of the course grade,

we recommend that instructors offer options for students who miss classes to make up the missed participation exercises.”

- Please note. “When students approach faculty members about medical absences related to the pandemic, regardless of class delivery mode, they should be referred to UofSC’s [COVID-19 Student Report Form](#). The online form allows students to report their COVID-19 situation (which could be positive test for COVID-19 or a need to quarantine based on COVID-19 exposure) and to upload documentation explaining the situation. The form also gives each student the option to have their information sent to their course instructors.”
3. Announce that the course content is the intellectual property of you, the instructor.
 - Prior to the start of class / livestream / recording, announce or include in your slide deck, as well as your syllabus, any or all of the following statements about class recording and warnings about sharing or distributing copies of recordings or any course content:
 - “For this course, class sessions and discussions will be recorded or live-streamed. Such recordings/streaming will only be available to students registered for this class—to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct.”
 - “WARNING: THE CONTENTS OF RECORDINGS ARE COPYRIGHTED INTELLECTUAL PROPERTY OF THE FACULTY AND/OR DMSB. ACCESS IS RESTRICTED TO ENROLLED STUDENTS FOR THEIR EDUCATIONAL USE. ANY DISTRIBUTION OR USE OF THE CONTENTS OF THE RECORDING FOR ANY OTHER PURPOSE IS EXPRESSLY PROHIBITED. VIOLATORS ARE SUBJECT TO CIVIL PENALTIES AND/OR UNIVERSITY DISCIPLINE. “
 - “The content for this course – syllabi, lecture notes, practice problems, answer keys, study reviews, quizzes, exams, chapters, etc created by me for this course – is protected by copyright law. Posting of my course materials without my authorization (during the semester or at any time in the future) is an infringement of copyright law. Please do not post any of my course materials on any online website. Violations will result in an F for the course.”
 4. Announce (and include in syllabus) that the class is being recorded and professional decorum is expected.
 5. Make sure to start recording at the very beginning of class. This is easy to forget, so please find a way to remind yourself!

V. Protocols for Class Recordings

1. Every class meeting, whether virtual or face-to-face, must be livestreamed and recorded unless one of the exceptions below applies.
 - Students may have breaches in bandwidth, may not be in the same time zone (especially problematic for international students), may have issues at home that are distracting or make it difficult to focus or attend, fall ill, or may have a lost/stolen laptop that prevents them from attending a class session(s) synchronously. A recording of the class enables students who may have experienced any one of these problems to watch the class later. It also affords students the opportunity to review content. This can be helpful to students, especially for material that is technical.
 - Exceptions to recording classes are as follows:
 - In classes where sensitive or confidential content is covered, instructors may start and stop recordings at various points in the class to prevent recording of sensitive or confidential content. Please note that doing so will break the recording into more than one recording and so each of the recordings for the class meeting that day will need to be posted.
 - If faculty plan to record the less than the entire class session under this exception, then they must get approval from their department chair at least 36 hours before the class session.
 - PhD classes where 100% of students are attending face-to-face in every class session are not required to be livestreamed or recorded.
 - Office Hours are not required to be recorded.
 - If students are in breakout rooms for the entire class session, recording is not required. **But, please note the following:**
 - If course content is delivered *before* the breakout sessions, then the course content must be recorded.
 - If course content is delivered *after* the breakout sessions, then the course content must be recorded.
 - Recordings should be made available within 24 hours of the class.
 - For security of recordings in Blackboard and preventing download by students, please do the following:
 - Go to the BB Collaborate landing page, click on the Course Room with which you livestream your class. Do NOT join session. Instead, click the GEAR icon to get to SESSION SETTINGS. In the settings related to recording, make sure ALLOW RECORDING DOWNLOADS is **not** checked.
 - In addition, follow the guidance in the Livestream Training materials for making your Collaborate recordings available to students to reduce the chance that non-students can access these recordings.

- If using Zoom, security protocols for recordings are covered in the document (Part 2) at:
 - https://www.sc.edu/study/colleges_schools/moore/internal/documents/re mote teach faculty docs/streaming with zoom.pdf
2. Although the University's guidance is that a class session recording may be taken down 24 - 48 hours after the class, the fundamental reason for recording class sessions is to show compassion for our students who face difficulties coming to campus or livestreaming a class synchronously. For example, a student might be involuntarily quarantined for a period of 2 weeks in a location with no or inferior internet. To make the learning experience accessible for such students, the DMSB strongly encourages faculty to leave content available for a minimum of 2 weeks.
 3. Instructors who are teaching multiple sections of the same course may choose the "best" recording of that day's class and make the recording available to all sections.

VI. Student Protocols in the F2F Classroom

1. Students must enter the classroom wearing a face mask. The face mask must remain properly worn, covering the nose and mouth, for the duration of the class.
 - *Students may be asked to leave the classroom if they are not wearing a mask or refuse to keep it on during the class.*
 - Make students aware of the protocols and repercussions for not wearing a mask in class. See [COVID in the Classroom](#), p. 2. Student who Fails to Wear a Face Covering.
2. When an assigned seating chart is used by the instructor, students are expected to adhere to the assigned seating for the duration of the class. Regardless of whether there is or is not assigned seating, seats that have been taped off must not be used. This ensures that students maintain the appropriate social distance from others in the classroom.
 - *Students who do not sit in the assigned seat are not abiding the social distancing guidelines and may face repercussions.*
 - Make students aware of the repercussions for not maintaining social distance in the classroom. See [COVID in the Classroom](#), p. 3. Student who Fails to Observe Physical Distancing.
3. Students must enter the classroom from the assigned entry doorways to the classroom.
4. Students should be encouraged to wipe down the desk/table and chair with supplies that are provided in the classroom. Student should also wipe their hands and fingers after touching the bottle. Used wipes/paper towels should be disposed of at the end of class as students exit the classroom, using the trash can located at the back of the room.

5. Students must exit the classroom through designated doors at the back of the classroom, single file, maintaining social distance, starting with the back row.
6. Students are expected to maintain a professional decorum in the classroom.
7. Students are not permitted to download or share recordings with anyone or any internet site.
8. Students are not permitted to bring food or drink into the classroom, with the exception of water.

VII. Student Protocols in the Virtual Classroom

1. Students are expected to maintain a professional decorum in the class.
2. Students are expected to attend synchronous class meetings to the best extent possible.
3. Students are not permitted to download or share recordings with anyone or any internet site.

VIII. Exam Administration

1. All quizzes, tests, and exams must be administered online.
2. Deterring cheating on exams is more difficult in an online setting, especially when students are not proctored. Because of this, it is strongly recommended that instructors utilize either Respondus Lockdown + Respondus Monitor or Proctor U.
 - Respondus Lockdown Browser + Monitor are free and invoked through Blackboard. It is recommended that students download and install this software on their computer at the start of the semester.
 - Proctor U charges students \$8-\$14 per use and requires that instructors contact Shannon Carson in the Office of Distributed Learning one month in advance to make arrangements.
3. For classes with any synchronous components and for classes with face-to-face components, the window of time that exams should be available to students should be no more than 36 hours.
 - Note: The “window of time” above refers to the period when a student can begin an exam, e.g. Oct 3, 10am – Oct. 4, 10pm. This is different from the instructor-set exam time limit which dictates how long the student has to complete the exam once the student begins.
4. For classes that are 100% asynchronous, the window of time during which a student can begin the exam should last for a minimum of 24 hours.
5. For classes that are 100% asynchronous, instructors have some flexibility in the dates selected for the final exams. If administering final exams during final exam week, the

exams should **not** be scheduled in a tightly limited time period because of possible conflicts students may have with exams in synchronous courses (see the **Registrar** for synchronous exam schedule). For example, your final exam should not be scheduled on Monday from 9am-11:30am, rather it should be open for a window of one to two days even if the exam itself is limited to 2.5 hours.

6. For **final exams**, the **maximum** amount of time an instructor can set for students to complete the **final** exam, once the student opens it, is 2.5 hours. Instructors may set a shorter interval of time.
7. NO final exams, assignments, or otherwise, are to be administered or due on Reading Days. (See [Academic Calendar](#) for Reading Day(s)).
8. Clearly state whether students are allowed or not allowed to use the internet or open notes / books / crib sheets, etc. during exams.
9. Instructors are encouraged to follow practices suggested in the materials on “Testing Training” in your departmental sandbox.

IX. Additional Syllabi Content

You may wish to include or adapt the following content, as an addition to other items covered in your syllabus:

1. Students with disabilities who need special accommodations for the class should contact the [Student Disability Resource Center](#).
2. Student Well-being
 - ✓ *“Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Division of Student Affairs and Academic Support at 777-4193. If you are comfortable doing so, please notify me as the professor so that we can find resources that may be helpful.”*
3. Notification that classes will be recorded
 - ✓ *“All class sessions will be recorded. Please exhibit professional decorum and show respect for others during every class session.”*
4. Student Video Sharing
 - ✓ *“This class is participatory and so I expect all students attending virtually to share their video during the class session. If you do not wish to share your video, please contact me.”*
5. Exam Monitoring
 - ✓ *“For exam security purposes, all students will be required to take exams with the use of Respondus Lockdown Browser and Respondus Monitor. This is not optional. Respondus Monitor requires a webcam and will record you during the exam time. If you do not have a*

webcam, please purchase one prior to the first exam, or contact me if you need one for testing purposes. If you have a valid reason for not using Respondus Monitor, please contact me.”

- ✓ If you intend to require students to use Proctor U, you must include the following statement:
 - *“For exam security purposes, all students will be required to take exams live-proctored exams. You will be required to pay an \$8-14 fee for online proctoring, depending on the length of the exam, directly to ProctorU. You must also have access to a computer with a webcam and reliable Internet connection to use ProctorU.”*

6. Exam Aids or Not

- ✓ Clearly state whether students are allowed or are not allowed to use the internet or open notes / books / crib sheets, or other aids during an exam.

7. Synchronous Class Activities and Time Zones

- ✓ *“Accommodations will be made for students who can document that they are in a different time zone that prevents them from participating in synchronous activities during scheduled class sessions.”*

8. Class Recording Availability

- ✓ *“Recordings for this class will be available within 24 hours after the class meeting ends.”*
- ✓ *“Recordings for this class will remain available for viewing for a minimum of two weeks from the date the recording is made available.”*

9. Intellectual Property and Copyright

- ✓ *“Announce that the course content, including recordings, is the intellectual property of you, the instructor.”* See Sec. IV.3 for suggested statements.

10. Office Hours

- ✓ *“Office hours will be virtual. I will be available at the following times: Day, Hours. If these times are not convenient, please email me so that I can make alternative arrangements to meet with you.”*

11. Be aware of important calendar dates for Fall 2020 and note that there is no Fall Break in mid-October.

Date	Event	Activity
Monday, August 17	Faculty Reporting Date	
Thursday, August 20	Classes Begin	Be Ready
Wednesday, August 26	Last day to change/drop classes w/out W	Remind Students
Monday, September 7	Asynchronous Remote Class Day	Be Prepared
Mid-October	NO Fall Break	Continue
Tuesday, November 3	Asynchronous Remote Class Day	Be Prepared
Wednesday, November 4	Last day to change/drop classes w/out WF	Remind Students
Tuesday, November 24	Face-to-Face Instruction Ends	Get Remote Ready
Tuesday, November 24	Last day for in-person exams	Be Aware
Mon. Nov. 30-Tues. Dec. 1	Remote Class Days	Be Virtual
Wed. Dec.2-Fri. Dec. 4	Reading Days	Breathe out
Mon. Dec. 7-Mon. Dec. 14	Remote Final Exams, Including Saturday	Give and Grade

11. Ask students to sign [#IPledgeColumbia](#)