Fall 2020: Policies and Procedures Workshop

August 17, 2020
Resources for Fall Teaching

Procedures, Tips, Resources and Requirements, including:

Attendance, TA’s, Seating Charts, Tech Support, etc.
Section Topics

• Taking attendance
• Seating charts
• Technology Assistants (TA’s)
• Tech Support
• Teaching Technology (microphones)
• Class recordings
Training Tips on Blackboard

Physically Distanced, Hybrid, and Remote Teaching at Richmond Law

Under “Tech Resources”

Videos:
- Created for UR Law
- Duration: ca. 1-5 minutes each
Taking Attendance
Taking Attendance

On Blackboard: enable + use Qwickly

Steps:
1. Activate and enable QwicklyLTI (under Course Tools)
2. Add Attendance Link to Blackboard site
3. Take attendance during every class

NOTE: Updates automatically, based on Banner enrollment
Taking Attendance

**Begin Set-Up**

- **AUTOMATIC GRADING**
  Keep grades up to date all semester long.

- **CREATE CUSTOM STATUSES**
  Your experience tailored beyond present and absent.

- **SEND ABSENCE EMAIL**
  Automatically notify students when they are marked absent.
Taking Attendance

ATTENDANCE RECORD
Test Course - Paul Birch

Roger Skalbeck
Absences: 0

Please Enter the 4 digit code provided by your instructor to check in.

3492

Check In

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Blackboard
verify attendance

RICHMOND
School of Law
# Taking Attendance

## ATTENDANCE RECORD

**Test Course - Roger Skalbeck**

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Seating Charts
Seating Charts

- “Fillable” PDF document w/ new seating arrangements
- Download and type in student names

Fillable PDF Classroom Seating Charts

You do not need to have assigned seats in your class, but you do need to know where every student was sitting in every class. Practically speaking, that means that we likely need students to sit in the same seats every class period, unless you want to create a seating chart in every class session.

This link takes you to a Box folder with blank PDF seating charts for each classroom. You can fill in these charts manually, either by remembering where students sat (if you have a small class) or by spending 5-10 minutes in class at the start of the semester asking students for their names and filling in the chart.
Technology Assistants + Tech Support
Technology Assistants (TA’s)

**GOAL:** One TA for every live class, present during class

**Duties / Role:**

- Assist with class setup and adjust equipment
- Monitor Zoom: waiting room, chat, recording status
- Contact Law School Technology Services if problems cannot be resolved

**TA training:** Right before classes start / Recruiting: nearly finished
TA’s + Tech Support

Technology Support

(804) 289-8975

Law Library technology staff + student help desk assistance available

Kim, Carl, Mason + Paul will support (in person when possible)
Teaching Technology

Microphones in Class
Teaching Tech: Microphones

- Microphone headset available for every professor teaching in a classroom
- This enhances sound in the room + Zoom
- Helps avoid voice fatigue / shortcomings of wearing a mask
Teaching Tech: Training + Tools

- Numerous rounds of tech testing + training sessions.
- Adjunct faculty training: this week (outside of orientation hours)
- Final adjustments coming to enable Zoom/Remote students to hear others in class
Class Recordings
Class Recordings

**GOAL:** All class sessions will be recorded

**Process**
- Select “Record” in Zoom when starting class
- Files are stored locally on your laptop, processed after class
- Once class is done, upload the MP4 file to Panopto

= Same process as Spring “emergency remote teaching”
Questions? Concerns?