Modified Tutorial: Online Expectations and Accommodations

Campus Presence
Instructors design the course to include a required onsite component that meets at least one day a week and each student should have the opportunity to meet in-person once per week. Instructors should be prepared to accommodate students who need to participate fully online in the ways outlined below.

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Attendance Requirements
Students are expected to attend any assigned onsite components in person. However, students who wish to be accommodated online must let the instructor know before Sept. 4, 2020. If a student determines they need to attend the course via an online accommodation after Sept. 4, 2020, they must request a formal accommodation from the Dean of Students via normal channels. Students must follow campus attendance policies and processes for any absences. As always, the University values inclusive and equitable teaching and the University encourages empathic teaching that consider the whole student and, if possible, offers students needed assistance to complete the course.

Lectures
Lecture materials must be made available to students who have an excused absence or an accommodation to participate online.

What is an Online Accommodation? An online accommodation requires the instructors make in-person content available to students online as well. This means students who do not attend class in-person have online access to materials that will keep them from falling behind the rest of the class.

Ways to capture your F2F lecture to accommodate online learners (all five choices are valid):
Asynchronous options:

1) **Basic Kaltura Capture:** Nearly all computer equipped rooms on campus have the Kaltura Capture for lecture capture, but not all have an external video camera. Consequently, using Kaltura Capture to record the audio and capture the content on the computer screen/doc camera and posting to CANVAS is acceptable as an online accommodation to an in-person lecture for a Modified Tutorial class.

2) **Adding Video:** If video recording is available in the classroom the instructor may record themselves and/or the whiteboard as well.
3) **Pre-record:** Instructors may pre-record a 10-20 minute version of their lecture and post in Canvas

**Synchronous options:**

4) **Lecture Streaming:** Stream your presentation to students who have access to the session in CANVAS in a real time live video feed. Elements that can be streamed include: Instructor Audio, Instructor presence, Computer Screen, Document Camera & External Camera. The instructor can use Collaborate Ultra to stream their presentation live, if they choose.

5) **Add Live Feedback:** The instructor may provide a way for online synchronous students to ask questions.

**Discussions/Labs**
If lab instruction, activity and assessment are part of the onsite component of the course, an alternative online lab instruction, activity and assessment achieving the same learning goals must be available for any to students who have an excused absence or an accommodation to participate online.

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1 Each course setup with a face-to-face modality will utilize classroom spaces at least once per week, and all students will have the opportunity to attend an in-person class at least once per week. Exceptions for alternative classroom utilization schedules should be discussed with the department and approved by the corresponding dean. If a course traditionally does not meet in person once per week, this expectation does not apply.