

INSTRUCTIONS TEACHING AND LEARNING NON FACE-TO-FACE SYSTEM



UNIVERSIDADE
AUTÓNOMA
DE LISBOA

Instructions for Teaching and Learning in a non-face-to-face system in the context of the COVID-19 crisis for Universidade Autónoma de Lisboa

(FOR LECTURERS AND STUDENTS)

1. Introduction

The spread of COVID-19 in the world is an exceptional situation requiring social protection and social distancing in order to help stop the outbreak and minimize the number of victims. This situation requires the entire academic community to resort to distance teaching and learning. This means we all need to unite and adapt.

Accordingly, Universidade Autónoma de Lisboa decided to suspend academic activities from 11 March to 13 April. The second semester will take place from 14 April until 11 July.

Thus, the planning of subjects must be carried out assuming that the crisis will remain until the end of the 2nd semester, including assessment, without prejudice to the University Board's decision to resume face-to-face education as soon as public health conditions permit it.

All lecturers must previously register on the eLearning platform and share with the students the registration password for the subject in question.

All students must complete their registration at the subject's eLearning platform. **Without this registration, students will not be able to start their distance learning process. Students and lecturers must also ensure that the email set on the platform is regularly accessed.**

Lecturers and students must use the current period without classes until 13 APRIL to interact and test the functioning of the procedures and tools contained in this document.

2. Procedures and Tools

The new situation we are experiencing implies the implementation of a new way of communicating, but it may still require a rearrangement of classes and even of the syllabus, in order to enhance the teaching-learning process with this distance learning methodology. For example, some laboratory classes may have to be replaced by simulators or another method to be defined by the lecturer.

In the end, students must acquire skills essential to successfully complete the subjects, even if these skills have undergone adjustments.

The distance teaching activity will take place **at the time previously established for the 2nd semester** (ex: a Computer Security class scheduled on Tuesday, 09H30-11H00, will be taught in the same period through videoconference). At the defined time, the lecturer must log in through the videoconference system, as described below. All students have access to their schedules through **secretaria virtual** using the user names (student number) and passwords previously sent to you. Students registered in subjects from more than one degree must remember to change their profile in order to see all their individual schedules.

In implementing the distance teaching-learning process, there are three parameters that need to be defined (which are detailed in 3.):

- Content Repository: eLearning should be used, available through <https://elearning.ual.pt/login/index.php>, a platform that will also be used for communication between lecturers and students and for the preparation of short duration questionnaires (see details in 3.1).
- Videoconference: Colibri (Zoom), available through <https://videoconf-colibri.zoom.us/>. The session is triggered by the lecturer at the time provided in the timetable (horários) made available at **secretaria virtual** at the beginning of the semester, and must be previously scheduled by the lecturer, who will send the link to students through the eLearning platform (see details in 3.2). Detailed instructions on how to use this tool can be found in the Colibri Zoom UAL Manual, Annex A.
- Adaptation of the Assessment Methodologies: **Two of the following three methods are recommended** (see details in 3.3):
 - a. **Assignments/practical cases** (with discussion by videoconference and/or presentation, if applicable). It is totally inadvisable that assessment is restricted to the presentation of assignments
 - b. **Short Duration Questionnaires**, in order to inhibit the use of memory aids, using the **tool in the eLearning platform**. This questionnaire can be multiple choice or require descriptive answer. However, the first option is recommended (it has the advantage that the correction is automatic and the student knows the grade immediately, upon completion).
 - c. **A single written assessment, inhouse, at the end of the Semester**. Lecturers should divide the class into small groups to guarantee the due distance between students.

3.1 *eLearning*

Enrolment in eLearning: All students must register in the subject's eLearning platform. Without this registration, there is no possibility to start distance learning. There is also an exceptional possibility for lecturers to add students to the subject's eLearning. Any difficulties that arise with registration in eLearning should be reported to the Computer Center (ci@ual.pt).

Lecturer-Student Communication: Without prejudice to other ways of communicating (WhatsApp, Social Networks, e-mail, etc.), the Universidade Autónoma de Lisboa adopts a single, uniform, clear for all, in line with the General Data Protection Regulation (lecturers do not have explicit access to telephone numbers, e-mail addresses, etc.). Lecturers shall communicate with the students in several ways: by sending a link to book videoconference sessions (class); information on content, methodologies or dates of assessment, video files of the classes by videoconference, etc.

Students who are not enrolled in each subject's eLearning platform or who do not periodically access the e-mail set in the eLearning platform, will not receive invitations to the sessions by videoconference (classes), nor other information.

eLearning Moodle manuals: details on how to use UAL eLearning can be found in the manual available (in Portuguese) at https://universidadeautonoma-my.sharepoint.com/:b:/g/personal/pcompleto_autonoma_pt/EWOYRlhEZNdFubkW6RA0Zv8BkeF0assaKE1JNmJiiU6Ssw?e=ud0LE0.

Students can also access instructions for that specific profile (in Portuguese) at <https://ci.ual.pt/index.php/documentacao/utilizacao-e-learning/>.

3.2 Videoconference for classes

Class using Colibri Zoom: lecturers must book in advance the session at Colibri Zoom for the time shown in the timetable scheduled for the 2nd semester for face-to-face classes, and start the session according to that time, previously sending the link to session to the students, through eLearning (using the messaging functionality).

Despite the fact that the FCCN provides Universities with a subscription to Zoom Pro, with the possibility of sessions with a maximum of 300 participants and unlimited time, in the current phase when the application is overloaded, several lecturers have only been able to access in Basic mode (not being able to upgrade to Pro mode). This profile only allows sessions with a maximum of 100 participants and 40 minutes. So, the lecturer and students can re-enter after the first session reaches the time-out, continuing with the class in a second and, eventually, in a third session.

Since distance learning classes tend to be shorter (more focused), lecturers can use, for example, a 40-minute videoconference session to present the content, and the next session (s) to use Chat for the purpose of asking students questions. It should be noted that it will be the lecturers who decide the content to present during the class.

Lecturers can show their image and/or a presentation and/or the whiteboard where they write, in parallel with using their voices. If, when scheduling a class, they are able to enter Pro mode, then the duration is not limited to 40 minutes and can last the entire time of the lesson as set in the timetable (video and chat).

To save bandwidth, only the lecturer's video must be active (i.e., students [hosts] must have the video disabled, and only enabled if necessary). Since sound quality is essential,

using a microphone external to the PC is recommended, located a short distance from the mouth. Internet access via the PC must have the necessary quality. A session tends to remain active for several days. In this way, the Zoom session schedule can be reused by the same group (day or evening students) for several days.

Recording the Class: the lecturer must record the class and put the respective link in the eLearning platform. Both the students and the lecturer can record the lesson (in Basic mode it is recorded only in the website, and in Pro mode it can also be recorded in the Cloud).

In the current phase, the video should not be placed directly in the eLearning platform, as it is excessively overloaded and may collapse. The video file must be stored on the lecturer's own drive (OneDrive or, alternatively, on Dropbox) and only the link is made available to students, via the eLearning platform. All lecturers have access to Microsoft's OneDrive, with 1 TB capacity.

Students also have access to Colibri Zoom for interaction with each other, namely for group work, questions, etc.

Students only have permissions in Basic mode (limited to 40 minutes). There should be a permanent topic in the eLearning platform for the subjects called "Aulas gravadas" (Recorded classes), where links to the video files located on the lecturer's OneDrive (i.e. Redes e Comunicações/ Networks and Communications - session 10:00 - 11:30) will be made available.

Interactivity: During the lecture, students must be on mute mode. They will only be on unmute if a student "raises his hand". After the presentation of the material, a question and answer phase will follow, which can be done by videoconference following the same procedure or, alternatively, in chat. It is up to the lecturers to decide.

3.3 Adaptation of the Assessment Methodologies

Lecturers can make some adjustments to the syllabus compatible with the distance learning teaching-learning methodology.

The assessment methodology must be presented to students at the beginning of the distance learning activity (14 APRIL 14), and not be changed until the end of the semester.

Students must have stable information about the new assessment methodology, and the changes made must be clearly communicated to them.

Assessment Possibilities: two of the following three methods should be adopted: (1) carrying out individual or group work; (2) questionnaires on Moodle; (3) a written assessment inhouse at the end of the semester.

Assignments: lecturers are encouraged to use assignments or practical pieces of work as one of the assessment methodologies (with discussion by videoconference and/or

presentation, if applicable). However, it is totally inadvisable that the assessment is carried out only through this method. It is intended to ensure that students study all syllabus taught in class, and not just the part that concerns the preparation of the work.

Short duration questionnaires in the eLearning platform: if lecturers choose this type of questionnaires, they must be short so that they contain intuitive questions and answers. The short duration is related to the need to inhibit the use of memory aids. This questionnaire can be multiple choice or require descriptive answers. The first option is recommended (it has the advantage that the correction is automatic and students get the grade right away).

Face-to-face assessment: always assuming that the COVID-19 crisis continues until the end of the semester, there may be a **single face-to-face assessment at the end of the semester**.

3.4 Other Considerations

Conferences: UAL conferences can take place using the videocast application (<https://www.fcn.pt/colaboracao/videocast/>).

Plan B: UAL has a Plan B, which can be activated in case of disruption of the systems identified in this document.

Online training on Colibri Zoom: online training is scheduled for Colibri Zoom, aimed at those who need additional information to that contained in the Manual.

31 MARCH, 16H00 (link to join the session: <https://videoconf-colibri.zoom.us/j/4326111179>),
03 APRIL, 09H00 (link to join the session: <https://videoconf-colibri.zoom.us/j/649453621>).

To have this training, lecturers and students should only enter Colibri Zoom using the link described above (logging in with user name and password used to access secretaria virtual, eLearning, etc.). After joining, Colibri Zoom's operation will be explained, including its features and tools.

2. Summary on how to join a class

- a. Summary on how to join a class:
 - i. Students receive the link by message placed in the eLearning platform
 - ii. At the time stipulated in the timetable, use the link and enter the Colibri Zoom session
 - iii. Attend the class by videoconference and ask questions at the end

- iv. Students study by various means:
 - 1. Watch the video of the class (following the link provided by the lecturer in the eLearning platform)
 - 2. Read the bibliography
 - 3. Use the other resources available in the eLearning platform

- b. Summary of actions for lecturers to teach a class:
 - i. Book the class at Colibri Zoom, for the time stated in the timetable
 - ii. Send the link to the students by message via the eLearning platform (see Lecturer-Students Communication in 3.1)
 - iii. At the time defined in the timetable, enter the Colibri Zoom session and teach their class, recording it on their Microsoft OneDrive of the university from the beginning. At the end, students should be able to ask questions, through videoconference or Chat

3. Conclusions

All of this activity should be running on 14 APRIL 14, the "return" to classes date.

Until then, lecturers and students have to register for eLearning and Colibri Zoom and test procedures.

The access passwords that the Computer Centre has been creating for all subjects that did not have eLearning should be shared by the lecturers with students, immediately.

UAL's distance learning activity is based on three fundamental pillars:

- (1) use of eLearning as a repository of content and questionnaires, as well as lecturer-student communication;
- (2) use of Colibri Zoom to teach classes by videoconference;
- (3) realignment of the assessment methodologies (and, eventually, rearrangement of the syllabus, in line with the distance teaching activity).

Teachers and students must use the current period without contact sessions, until 13 APRIL, to interact and test the functioning of the procedures and tools contained in this document,.



Contacts

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Lisbon, 19 March 2020

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