



## **AUD Faculty Guidelines for Online Classes**

■ **AUD’s policies outlined in the faculty handbook are applicable in both e- learning and face-to-face teaching environments.**

■ **Courses and Communication with Students:**

- 1) Post updated and accurate course syllabi on Blackboard before the first day of class, with office hours, class timings, assessments, weekly schedule, e-platform used, and other standard components included.
- 2) Maintain consistent, clear, punctual and documented communication with students about remote courses and faculty expectations
- 3) Meet at regularly scheduled class times as indicated in the course schedule published online by the Registrar’s office.
- 4) Cover the course material with the same level of assessment (mapped to existing learning outcomes) as if the course were delivered in a traditional format.
- 5) Hold regular office hours per week through one of the university’s electronic learning platforms with clear instructions in the syllabus on how and when to access the virtual office hours.
- 6) Post AUD’s ‘*Remote Learning and Examination Guidelines for Students*’ on Blackboard course sites
- 7) Track **and keep a record** of student participation, engagement and attendance. Students must understand that they are accountable for attending and participating in their virtual classes. Faculty must provide them with clear guidelines on attendance.
- 8) Post all grades on Blackboard in a timely manner and provide meaningful feedback to students on their course assessments.
- 9) Remote classes should incorporate interactive, real-time direct instruction (synchronous learning). While it is important and necessary to include asynchronous experiences in an online class (learning through set tasks), this is not enough. Faculty should not only be using Blackboard to post lecture videos, readings, assignments, and tasks. They must also run interactive class sessions through Blackboard Collaborate Ultra, Microsoft Teams, or Zoom, with their cameras enabled. Students are also expected to have their cameras enabled during these real-time, video-conferencing classes, as highlighted in the ‘*Remote Learning and Examination*



*Guidelines for Students'.*

- 10) The Office of Institutional Effectiveness will administer student course evaluations before the end of term, according to standard university practice.

■ **Exams and Assessment:**

- 1) Uphold university academic integrity policies as outlined in the faculty handbook
  - Courses with online exams are required to use remote proctoring (i.e. Respondus Monitor, Lockdown Browser, which can be used in conjunction with Zoom)
  - Research papers and writing assignments should be run through either Turnitin or SafeAssign
- 2) Final examinations should be administered as per the Final Exam Schedule published by the Registrar's Office. Changing the date or time of a final exam requires submitting a request through the Registrar's portal.  
*Note: Final approval of the change requires the Dean's approval and that of all students in the class.*
- 3) If a student misses an exam/ assessment due to illness, they are to follow the standard procedure outlined in the Student Handbook and the Undergraduate Catalog (informing the Health Center, attaching a medical certificate...etc.)
- 4) Employ a range of assessment tools throughout the term across all courses
- 5) Complete course folders and CERs as per deadlines and instructions provided by your School and the Office of Institutional Effectiveness
- 6) Academic integrity violation cases should follow the regular process as outlined in the faculty handbook; University Honor Council cases will be conducted virtually
- 7) Revert back to normal grading system, with no option for Pass/No Pass

■ **Technical Assistance**

- 1) Should faculty require any technical assistance, IT staff can be reached via phone, email or through Microsoft Teams at:

Email: [ithelpdesk@aud.edu](mailto:ithelpdesk@aud.edu)

Phone: IT Help Desk General Phone: 043183480



Roobi P Baby: 043183125

Fakruddin Ali Ahmed: 043183488

Nikhil Rao: 043183482

Mohamed Saleem: 043183489

Microsoft Teams: [ithelpdesk@aud.edu](mailto:ithelpdesk@aud.edu)

- 2) The Office of the Provost runs a discussion board on Microsoft Teams for all faculty that addresses questions and comments related to online exams, electronic learning platforms, and assessments.

#### Table of Changes

Date	Page / Section	Change
10 May 2021	Courses and Communication with Students	<ul style="list-style-type: none"><li>- Requirements for syllabi to include clear instructions for students to access virtual office hours</li><li>- Faculty to keep a clear record of class sessions</li></ul>