

# SOM Graduate Faculty Meeting

## July 29,2020 Chat Topics

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### Safety

- Should we include guidance on how to handle non-compliance for masks, etc. in the course syllabus? Yes, for graduate courses, include the guidance or highlight aspects of the guidance and refer to the Provost's guidance in the course syllabus.
- What if a graduate student has a persistent cough or other symptoms? Instructors should not diagnose or presume to diagnose graduate students with ANY medical condition in a classroom setting. Graduate students are required to complete the daily health check and to follow all safety guidance. Graduate students who are non-compliant should be handled according to the guidance by the Provost's office.
- Do we report instructor who refuse to wear face mask during lecture? Instructors or any other employees that do not comply with safety guidelines should be gently reminded of the guidelines if possible/feasible or reported to their manager. Managers should report employees that will not comply to SOM HR.
- Do the same guidelines for mask-wearing and follow up procedures in cases of non-compliance hold for students (and postdocs) conducting research in laboratory settings? Faculty and staff members in charge of laboratories should ensure that all laboratory members follow all safety guidelines at all times. Instances of non-compliance should be reported to the faculty or staff member in charge of the laboratory whenever feasible. If that is not feasible or if a student or postdoc will not comply, a report should be filed with the VCU Dean of Graduate students Office (graduate students), SOM Graduate student Affairs (medical students) or SOM Human Resources (postdocs).
- Are shields provided in any of the classrooms? What if a faculty asked to have a shield installed? It would be great to have face shields provided for instructors, even if they are wearing a mask. Requests for face shields should be directed to Mike Grotewiel ([michael.grotewiel@vcuhealth.org](mailto:michael.grotewiel@vcuhealth.org))

## IT/Software

### Accessibility and support

- What do we do if any graduate students have no on line access? What options can the school offer? Graduate students should contact their course director(s) and program director, be directed to the [Keep on Learning page](#), and—if no resolution can be found—Dr. Grotewiel.
- Will SOM Tech provide support for large classes as is done for M1 and M2? Unfortunately, staffing resource limitations prevent this.
- I know that the network is highly reliable at VCU/SOM. What if faculty or graduate students lose connectivity during a session. Do we have any idea about that? I would consider loss of connectivity like any other disruption in ability to participate such as unanticipated illness, transportation challenges, etc. For remote lectures or other presentations: If the instructor loses connectivity, the class should be postponed until connectivity is restored. If a graduate student loses connectivity, the class should continue and the graduate student should rejoin as soon as possible. Making up material for a graduate student should be handled on a case-by-case basis. For remote exams: Instructor connectivity shouldn't be an issue. If a graduate student were to lose connectivity, the student should notify the instructor as soon as possible. Instructors should be flexible with regard to the timing of being contacted given the connectivity issue. If the loss of connectivity was minor (i.e. a few minutes) and could provide little to no competitive advantage to the graduate student, the graduate student's test taking time should be extended for the amount of time connectivity was lost plus ~5 minutes to allow the graduate student to re-engage. If the loss of connectivity was major (i.e. 30 min or more) and could provide the graduate student with a competitive advantage, the instructor should score the questions the graduate student was able to answer and then at a later time provide the graduate student with alternative questions that cover the content that remains untested, with the exam score represented by both the graduate student's performance on the original and the alternative questions. Complex situations should be discussed with the course director, relevant program director(s), or Mike Grotewiel.

### Annotation/animation options

- Wacom-related
  - Can you save the drawings on the slides with Wacom and share the drawings with graduate students? Wacom inserts its drawings onto the PPT (or other) pages, and when closing PPT, you have the option of saving annotations that then can be shared. I (Clive) just verified that Wacom drawings are saved.
  - Is using Wacom any different from using procreate on an ipad pro? Please direct question to Jay Brazelle.
  - Is there a way to directly share the Wacom tablet screen? The Wacom tablet does not have an independent screen. Rather, you draw on the tablet and the drawing immediately appears on PPT (or other software) that is open on your computer. When you share your screen – for example, PPT, with Zoom, all drawings on the Wacom immediately appear on the PPT slide and are immediately shared with all in the Zoom session.
  - Does the Wacom tablet connect to zoom or its own software?

- Wacom does not directly connect with Zoom. Rather, you install a driver on your PC or Mac that allows Wacom to insert its drawings on whatever is open on your screen. If Zoom is sharing your screen, the drawings immediately are seen by others on the Zoom link.
  - Wacom tablets and similar devices will usually require some software to function, but once installed it will basically be seen as another input device like your mouse or keyboard. They can then be used along with Zoom or any other software you need.
- You can also use the annotate tool and draw into Zoom on any computer... Yes, as far as I (Clive) know, any computer that can run Zoom can make use of the animation tools already available or added tools such as provided by Wacom.
- What's the advantage of a tablet over annotation? I (Clive) find the Zoom pen tool to give me much better control than the Zoom annotation tools. That said, I have no doubt that other annotation and drawing software also will work. I went to Wacom because of its reputation as a high quality drawing tool used by drawing "professionals" and very positive feedback from a colleague who has used an earlier version of the tablet for several years.
  - Comment from participant: It's slightly easier to make a nice drawing with a tablet compared to Zoom annotation or something like Google Jamboard.
- collaborate works pretty close to Zoom, but need to use some special instructions to animate PPT slides. With Wacom, you can use the PPT short cut keys to switch from laser (Ctrl-L), to pen (Ctrl-P), to erase all (E), or erase just an item (Ctrl-E). As far as I know, all the PPT shortcut keys will work (just search PPT shortcut keys to get a list.)

### Blackboard and Kaltura

- If we want to post lectures to a site like Kaltura so they can be livestreamed rather than downloaded, what is the best recommendation for doing this?
  - John Bigbee: if you use Blackboard, you can embed a Kaltura video in Bb using the Mashups function. Otherwise, you can create a channel for the videos and provide links.
  - Participant comment: Blackboard Collaborate IS an education tool and has a bit more flexibility for graduate student engagement and group assignments; however, VCU is switching to Canvas next year, so you may want to explore another option if Zoom isn't your preferred tool.
- what about canvas? VCU is rolling out Canvas as a replacement for Blackboard. VCU is offering several training sessions (announced via email and in the TelegRam). The time-line for full implementation is currently by mid-summer, 2021.

### Headsets and microphones

- Participant comment: Those headsets with microphones are also very helpful if you are recording lectures for graduate students to view asynchronously--better quality product.
- Participant comment: Sounds like SOM should provide the headphone mic and the touchscreen to all course directors! Given that these items shouldn't be shared, I think we'd be looking at providing them to all instructors, not just course directors. This is likely not financially feasible.

## Remote teaching training

- Participant comment: I took the AltLab self-directed course on remote teaching, and it was really helpful.

## Security and permission

- How worried are we about security? I believe this is related to exam security. It is not possible to totally eliminate the possibility that graduate students might cheat on an exam whether it is an in-person exam or a remote exam. Arguably, though, it is easier to cheat on a remote exam. The Respondus software is a tool that's available to instructors to monitor graduate students during a remote exam. Instructors should also make the nature of the exam (closed book, no collaboration, open book, etc.) very clear to graduate students and remind graduate students that the honor code applies for all assignments regardless of the modality.
- Do we need graduate student permissions to video lectures? Graduate students wouldn't be in a recording of the lecturer alone, so that shouldn't be an issue. Graduate students could be in a recording of a Zoom class meeting, though. If recordings that include graduate students are anticipated, course directors and instructors should indicate in the syllabus that the sessions will be recorded and graduate students should be given the opportunity to opt out of the recordings by participating without a video feed.

## Zoom additional training requests

- Participant comment: I would like to have an additional session on Zoom training that continues the discussion.
- Participant comment: Would like to hear your advice on small group activities
- Participant comment: I second the question on small group activities - e.g., on using Zoom in breakout rooms?
- Participant comment: Planning small group activities--how to do in Zoom]
- Participant comment: Thanks! Would be good to more instruction on use of breakout rooms!
- We are trying to schedule another session.

## Zoom co-host

- Recurring meeting is a good idea...how do you change co-hosts when you have different lecturers? <https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host>
- Is there a way to make the VCUHealth Zoom to trust or make VCU faculty co-hosts? and vice versa? lots of us have guest lectures non vcu
  - Participant answer: Host can make VCU or VCUHS co-host after they logon. You can make someone on same logon a co-host in advance.
  - It isn't possible to do this in advance unfortunately, it is a limitation of the Zoom software, not an issue with the VCU/VCUHS relationship.
- Jay, I have multiple guest speakers who I want to set up as co-hosts for sessions, and Zoom doesn't recognize half of them. For instance, I could add John Cyrus, who is a librarian, but I could not add an adjunct instructor in our department. I know you can make someone a cohost once they join, but is there any way to work around this? This is likely related to the question/answer directly above...probably a limitation of Zoom.

- I think I am reiterating Joel's question...It would be great if when using VCU account we could use VCUHealth email to credential co-hosts, since the email is first.lastname and easy to know/remember...can this be done. [This is a limitation of Zoom regarding the two institutions \(vcu and vcu health\) and unfortunately Zoom cannot do this.](#)
- Can an alternative host or cohost start the meeting w/o the host being present?
  - Participant comment: @Laura Sim-Selley - yes, setting someone as an alternative host will send them an email with a link that they can use to start the meeting. however, they will need to have a vcuhealth or vcu email account...
- I have gotten that message for every host I have tried to add
  - Participant comment: @Darlene - I'm happy to help troubleshoot offline? the emails would have to already be set up in the zoom system in a sense, and it's hard to imagine that faculty haven't logged in yet. happy to continue the conversation.

### Zoom, general

- Is there a way to automatically post zoom recordings to blackboard? [No, all automatic upload features require the "save to cloud" feature to be enabled. As part of our license agreement with Zoom, this feature is not available to VCU.](#)
- SOM/VCU Zoom does not allow direct saving to the direct recording to the cloud. It requires two steps, can this be simplified? [No, all automatic upload features require the "save to cloud" feature to be enabled. As part of our license agreement with Zoom, this feature is not available to VCU.](#)
- Can we still use clickers with zoom? Or a clicker-like function in zoom? [Probably! Any online based audience response system should still work the same as it would in a classroom. If you were using a hardware based clicker system that needed all the participants to be physically in the same space you can't do that, but we can talk about how to get tools that will work. Please contact Jay Brazelle for guidance.](#)
- Does the Zoom Raise Hand feature work out more practically than using the chat function alone? [It would likely depend on if you have a moderator helping out or not. With a moderator, I'd just have folks put their input in the chat and let the moderator respond back accordingly, maybe interrupt the speaker when a question is asked that the moderator cannot handle. If there isn't a moderator available, the raise hand feature could be less distracting than trying to scan chat and teach simultaneously.](#)
- for Authentication issue--when you say "VCU Community", will this allow anyone with a vcuhealth.org, vcu.edu or mymail.vcu.edu email address to join? I have heard that some folks with such emails have trouble logging on. ["VCU Community" in this discussion only means folks with a vcu.edu or mymail.vcu.edu address. The VCUHealth folks have a different license agreement with Zoom. Many people who work in the SOM have both a VCU and a VCUHealth zoom account. It is confusing.](#)
- Copying the material in the chat is also disable. Is there a way for faculty or graduate students obtain a direct copy? [The chat should be saved as a text file if the Zoom session was recorded and saved.](#)

- If you are doing a hybrid class in which some graduate students are in person and some are participating via Zoom, would the in person folks need to connect to Zoom in order to participate in the poll?
  - Participant comment: @Ginny Pallante - yes, which can be a challenge because if they are all in the same room, they could trigger feedback problems. In that situation, it would be better to use TopHat, or Poll Everywhere, or another audience response system and directing both the remote and face-to-face graduate students to join with a secondary device
  - Participant comment: Hi Kat, I know we can get around this with our med graduate students and just use the ARS system, but I was asking for those non-Medical school classes. thanks!
  
- What's the best way to set office hours? [Create a recurring meeting with no fixed time](#)
  
- how do you use a white board? where is the white board
  - Participant comment: @Kimberle - click share screen and it's at the top