

New info  
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Original document shared from Faculty Excellence 4/1/20  
Additional questions (blue) added by T.Dorman with answers (red)  
provided by TD and Linda Futch, CDL



# Digital Learning

## Guidelines for Faculty Teaching Remotely During Summer 2020

Some questions have been raised about Summer course modalities and required faculty preparation. Below is some additional information that I hope will clarify the expectations and processes for this summer.

### What modalities will courses be taught in this summer?

Although all courses planned for Summer A/C/D will be taught via remote instruction, they will retain their regular modalities in the system schedule. Colleges and departments are strongly encouraged to offer as many fully online sections (W, V) as possible, assuming that the faculty hold the required training credential for the modality. All other courses will use remote instruction for elements that would normally be conducted face-to-face and should include the following message in the class notes:

Due to continued campus classroom closures, this course will be conducted by remote instruction. No in-person classroom attendance is available. Instruction may be heavily video streamed and/or require substantive interaction online. No distance learning fee is charged.

### I am scheduled to teach a summer course **with face-to-face components**. What training will I need to complete?

You will need to complete CDL's *Teaching with Lecture Capture* (TLC - Zoom edition). TLC-z is primarily self-paced and will be offered as a lightly-facilitated, one-week cohort beginning April 13. Check with your department to see if you are scheduled for enrollment.

What's the training required if they don't want to teach with any f2f components? What if the whole course is lecture capture, watch the video, ask questions via discussions, turn in homework, take exams?

ANSWER: They need to take TLC-Z. *(This will be the case with almost every course in the college.)*

However, if a course is scheduled as a V and the faculty member already has TLC credentials, they can continue to use Panopto to record lectures. If they want to switch from Panopto to Zoom, they will need to complete Zoom Essentials training.

What does "check with your department" mean – with whom should I check?

ANSWER: For the College of Sciences, necessary training was identified by the college (Teresa Dorman) and verified by the chair of the department. For those faculty who were identified as needed TLC training, they will be enrolled into this training by CDL and notified of their enrollment.

TLC-z will be a lightly facilitated course starting on 4/13 and ending on 4/17. Your faculty will receive invitations to join the class toward the end of the week of April 6.

### What if I have already completed IDL6543?

You have the option to convert your class to a fully online W version, especially if you plan to pre-record lectures and use a **completely asynchronous delivery strategy**. If you intend to make extensive use of Zoom recordings or if you want to simply migrate your planned classroom/blended courses into synchronous remote delivery, you should complete an abbreviated self-paced *Zoom Essentials* program focused solely on the effective use of Zoom, and your course will retain its campus-based modality (P/M/RA). You may also participate in the full TLC-z program if you wish.

So if a faculty completed IDL, then they are qualified to develop and teach any course they want as "W".  
Correct?

ANSWER: Yes

### What if I have already completed ADL5000?

You may be able to deliver an **already-developed W** version of your course. Check with your department. Otherwise, **you must complete TLC-z**. Note: if you have taught online during at least three different terms at UCF under an ADL5000 credential, you may request an exemption from the full TLC-z course; you will still be required to complete a shorter, self-paced *Zoom Essentials* program focused solely on the Zoom video technology.

If the course already exists as W, and the faculty already took ADL, then they can teach that course.  
Correct?

ANSWER: Yes

If the course does not already exist as W, then the ADL certified person will have to complete TLC-z.  
Correct?

ANSWER: Yes

However, if the course already exists as "W", a faculty does have time to complete ADL to teach a "W" course by summer... Is this correct?

ANSWER: Yes.

What does "check with your department" mean – with whom should I check?

ANSWER: Schedulers have the ability to look up who has completed ADL5000 and can confirm which courses have been taught as "W". If the department scheduler does not have access to this information, please contact Maria Williams, our COS Scheduler.

### What if I have already completed TLC?

You may consider migrating your classroom experiences to Panopto lecture capture, and your course should be coded as a V modality. Otherwise, you will need to complete a shorter, self-paced *Zoom Essentials* program focused solely on the Zoom video technology.

For CECS only: If you are scheduled to teach in an RS modality, you cannot include any face-to-face attendance options.

**Do I need TLC-z if my summer course does not have scheduled class meetings (e.g., clinical supervision, thesis, dissertation)?**

No, TLC-z is not required, but it is available if faculty would like to participate.

This also includes internship, independent study, directed research, honors thesis, directed readings

**Do I have to conduct the remote sessions at the same time that they are scheduled or may I pre-record lectures for asynchronous delivery?**

You may do either, but be sure to clearly communicate your expectations to your students. **If your remote sessions are scheduled and synchronous, your class cannot be considered a W modality course**, even if you have completed IDL6543. Note: if you do elect to hold synchronous video class sessions, they must be conducted during their regularly-scheduled times listed in the UCF class schedule.

Here CDL is trying to communicate that W courses are asynchronous so no synchronous “lectures” are allowed. So, “W = no scheduled time/all asynchronous”

If the faculty want to deliver *synchronous* lectures, they need to use the same period of time as their scheduled class meeting. Good practice might still be to record synchronous sessions given the volatile nature of the current COVID-19 crisis and the circumstances of the students and faculty involved. While we’re trying to hold to the scheduled classtime approach to aid in clear communication of expectations to students, having recordings makes it easier to assist students who have difficulties.

**What about the Distance Learning Fee? Will students be charged?**

The Distance Learning Fee will only be charged for the modalities where it is normally charged (W, V, RA, RS). Substituting Zoom in place of classroom activities (P, M) does not automatically incur the Distance Learning Fee.

**Are there specific expectations regarding course activities?**

As faculty, you have broad autonomy in how to conduct your courses. [The Center for Distributed Learning](#) has a team of instructional designers, media producers, programmers, artists, and others who can consult to help you make your course the best experience possible for both you and your students. However, there are some minimal requirements that all courses must adhere to, such as:

- Compliance with copyright laws
- Compliance with student accessibility laws
- Compliance with federal regulations regarding “regular and substantive” interaction between faculty and students
- Adherence to best practices in course design and delivery

CDL is available to assist with any of these topics and more.

## Can you summarize the different trainings and requirements?

**Teaching with Lecture Capture** (TLC - Zoom edition, TLC-z). TLC-z is primarily self-paced and will be offered as a lightly-facilitated, one-week cohort beginning April 13. This is intended for **courses that are not or cannot be developed in W modality by the start of the summer term and involve instruction with face-to-face components.** The assigned course modality will not change.

Note: TLC-z will be a lightly facilitated course starting on 4/13 and ending on 4/17. CDL has a list of those faculty who can take TLC-z, and CDL will send invitations to those faculty to join this training 4/10-11.

If you have instructors who need to take TLC-z, email Robert Reed ([Robert.Reed@ucf.edu](mailto:Robert.Reed@ucf.edu)) and copy Teresa Dorman ([Teresa.Dorman@ucf.edu](mailto:Teresa.Dorman@ucf.edu))

**Zoom Essentials.** This is intended for faculty who have **already completed IDL6543 or TLC or have completed ADL5000 and have taught for at least three different semesters online.** This is intended for courses that are not or cannot be developed in W modality by the start of the summer. It will be a self-paced experience for faculty who want to migrate face-to-face course elements of classroom/blended courses into synchronous remote delivery using Zoom. Course modality will not change.



CDL has a list of those faculty who can take Zoom Essentials, and CDL will send invitations to those faculty to join this training 4/10-11. Zoom Essentials is planned to be available on April 20.

If you have instructors who need to take TLC-z, email Robert Reed ([Robert.Reed@ucf.edu](mailto:Robert.Reed@ucf.edu)) and copy Teresa Dorman ([Teresa.Dorman@ucf.edu](mailto:Teresa.Dorman@ucf.edu))

Zoom Essentials NOT required by those instructors who have already completed IDL6543, TLC or ADL, but it is encouraged if the instructor is not comfortable using Zoom.

**ADL5000.** Existing training to deliver an already-developed W version of your course. Course modality will change to W upon completion of course. You **must have access** to the assigned, already-developed W course in order to participate.

How is access to ADL5000 given?

ANSWER: If there is an existing copy of a W course, CDL will need permission from the owner to copy the course for the ADL5000 participant (inheriting faculty member). Once CDL has permission, the ADL5000 participant is given a copy of the course.

Note: CDL estimates it takes about 35 hours to complete ADL5000. They are getting a number of ADL5000 requests so go online and submit the forms ASAP to get enrolled (Here is the URL: <https://cdl.ucf.edu/teach/professional-development/adl5000/>)

Also, the ADL5000 participant can get a jump start by self-enrolling in Essentials for Webcourses and getting started: <https://cdl.ucf.edu/teach/professional-development/essentials/>

**IDL6543.** If not already in process or completed, this is not available between now and the start of summer 2020.

For the standard list of faculty development options for digital learning: <https://cdl.ucf.edu/teach/professional-development/>

For the standard list of course modalities: <https://cdl.ucf.edu/support/student/modalities/>

## What about the Conferences tool within Webcourses (Big Blue Button)? Can I use that instead of Zoom?

While Big Blue Button remains an option, we have been encouraging faculty to use Zoom for several reasons.

- Zoom has a much broader feature set for instruction and the usability is very straightforward. It gives faculty more capabilities.
- Given the national spike in usage, we are not entirely confident that Big Blue Button's architecture will scale quite like Zoom's will, given Zoom's larger initial client base and "freemium" model. Big Blue Button is used by many K-12 schools and their remote delivery is lagging ours. We expect to see the K-12 schools' use of Big Blue Button jump significantly in the very near future.
- There is also a significant financial consideration. UCF holds a minimal license that only permits a certain number of concurrent Big Blue Button sessions at any given time. If we exceed that, it won't prevent a session from running, but we will be billed for it. We don't have a way to cap those sessions and control costs. It could get very expensive for the university if we are not careful. Zoom, on the other hand, has an unlimited enterprise license for the entire university and the costs associated with it are fixed, regardless of usage.

If faculty were already using Conferences (BBB) prior to the migration to remote instruction, then they should be fine continuing to do so. However, we ask all faculty not previously using Conferences to use Zoom.

### A scenario:

What if the course was developed and delivered as "W", but the faculty teaching summer hasn't completed any certification and plans to teach the course with no synchronous components. The whole course is lecture capture (like voice over power points), students watch videos and read things, ask questions via discussions, turn in homework, take exams. What credentialing does that faculty need?

ANSWER: If the course was previously designed and taught as a "W," if there are no synchronous components, if there is permission to copy, and if the inheriting faculty member has no previous credentialing, then ADL5000 is the appropriate training venue.

### Another Scenario

Instructor Bob is scheduled to teach CHM1005 and CHM2101. CHM1005 has never been developed as an online course. To teach CHM1005, Bob will need to complete TLC-z. Instructor Bob is also teaching CHM2101. CHM2101 has been previously developed through an IDL course by two of Bob's colleagues; however, Bob has never completed any training to teach CHM2101 online, so to teach this course online Bob will need to complete ADL training.

Bob cannot take ADL for CHM1005 because a shell of the course doesn't exist. If CHM1005 is ever intended to be taught in a fully online (or even a mixed-mode) modality, Bob will need to complete IDL training.

To teach both classes, Bob can complete two trainings: TLC-Z for CHM1005 and ADL for CHM2101  
OR...

Bob could just complete TLC-Z and apply this to both classes, but CHM2101 is being taught by several other instructors who are developing it for online instruction (they are ADL or IDL certified), so Bob should really be

teaching the course consistent with the other sections. CHM2101 may also have a course coordinator who shares agreed upon approaches and methods in the course.

BUT...

If Bob is the only faculty teaching CHM2101, then it may be okay to delivered through lecture capture (TLC-z certification) and Bob would complete only one TLC-z training for both classes.

...Bob needs to check with his chair/director.

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