

This email is sent on behalf of the COVID19 Response and Preparedness Instructional Continuity Team.

Dear Faculty and Staff,

Fall 2020 will be unlike any time we have experienced before, but you are not alone. In preparation for the semester to begin, Information Technology Services (ITS), in collaboration with the Instructional Continuity Team, offers the following information in support of teaching online, remote, in the classroom, or a mix of the three. You may also wish to access the embedded resources, on-demand training link, and the new [Instructional Continuity Guide for Faculty web site](#) to view more resources and information.

RESOURCES FOR FACULTY

Classroom Technology

Twenty-four (24) classrooms across campus were outfitted with classroom technology over the summer to support teaching students in the classroom, recording instructional materials, and, if needed, connecting with students learning remotely. If you plan to use technology or broadcast your classroom proceedings (and record them), reference the [Step-by-Step Guide to Classroom Proceedings](#) then and view the [companion video](#).

Zoom – Blackboard Integration

Zoom now integrates with Blackboard and Panopto. The integration makes it safe and secure to create class sessions, share the meeting links securely within Blackboard, and make the captioned recording available to your students in your specific course with little additional work. [Watch a video overview](#) of how to set up your Blackboard course with Zoom then reference the guidelines in the [Step by Step Guide for Broadcasting in Zoom and Recorded to Panopto](#).

Lecture Capture Guidelines

The University supports multiple applications for recording course materials, including but not limited to Panopto, VoiceThread, PowerPoint, Zoom meetings, and Blackboard Collaborate. While many tools can be used for creating recordings, the University supports Panopto and VoiceThread as the hosting solution for most lecture capture recordings. Zoom allows faculty to record audio, computer screen, and video. However, if privacy is a concern, controls in the software allow for recording what is on the screen and not student images. Faculty are not required to obtain student consent when broadcasting their own image and content, when no student participation is recorded or when incidental student participation is recorded, and the broadcast is directed to a defined course.

View the [Policy](#) and [Standards and Guidelines document](#) for more information.

Self-directed Training

The Introduction to Blackboard for Faculty site is a self-directed course space for instructors who wish to learn the basics of building a course, refresh a specific skill, or view recent training videos. The course on Blackboard is organized into five modules that may be viewed sequentially or by topic. Email eto@framingham.edu if you experience a problem accessing the site or have a general question.

Accessibility

Whether in-person or online, students are entitled to their academic accommodations. [Creating accessible content](#) is a place to start to make your courses more accessible to students. There are many services and support resources available to our community. [Review the resources](#) available online or email disabilityservices@framingham.edu to ask specific questions.

STUDENT RESOURCES

Sharing resources from the Getting Started area of your Blackboard course is a recommended best practice. Information important to all students is listed below. You will also find resources for students on the [ITS Student Guide](#) linked from the [Information Technology Services](#) area of the University web site.

Student Orientation for Remote and Online Learners

The Student Orientation for Remote and Online Learning is open to all students enrolled in courses at the University. Both faculty and students [may register online](#) to receive the Zoom link. During the one-hour session, on August 31, from 4:00 – 5:00 p.m., students are introduced to the Blackboard learning platform, university resources, and strategies for success in the online and remote environment.

Access to Software

University software is now available on any device at any time from a web browser on Apporto. The Apporto virtual desktop environment provides access to software such as SPSS, Access, Minitab, and more, on a virtual PC interface without having to download the software to your computer. Similar to what you experience in the general labs, 70 users (students and faculty too) may access each hosted application at any one time. To access the service, login at <https://framingham.apporto.com/> using your Framingham State University username and password. If you do not see a software application, direct your questions to IT@framingham.edu. The software hosting service is called Apporto. To learn more, view these additional resources.

Blackboard Support

All students are enrolled in the Blackboard 101 orientation site when they log into Blackboard. Tutorials and instruction for staying engaged, participating in a discussion, and submitting an assignment are a few of the resources included. Students may access the Help Button from any course menu to access the [Blackboard Learn Help for Students](#) tutorials 24-7.

Center for Academic Success and Achievement

Framingham State University offers equal opportunities to all qualified students, including those with disabilities and impairments. The University is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate or have the effect of discriminating based on disability.

Henry Whittemore Library

Librarians are still here to help you! A librarian can answer any questions you have about library resources or the research process. Don't know where to get started on your research paper? Need to find an article? Contact a librarian! Librarians will be available to answer questions over email or by

remote appointments. Updates about the library and hours of remote reference are posted on the [Library website](#). Contact reference@framingham.edu to get your questions answered or to set up a remote research appointment.

ITS Student Guide

The [ITS Student Guide](#) on the ITS website is categorized by service. Students are encouraged to reference the site for answers to questions, access technology, or if technical assistance is needed regardless of how they are learning.

Information Technology Services Support

However, you are working, teaching, or learning; you are not alone. If you need assistance from Information Technology Services (ITS) at Framingham State University, contact us at any time by calling 508 215-5906, or sending an email to it@framingham.edu. View the resources available to you and your students.