

To all members of APUO and APTPUO teaching staff,

We hope that you are doing well and that your preparations for the Fall session are going smoothly!

We have received over the last few days some important information about [on-line evaluations](#), [recording of courses](#) and [deferrals](#). Although this information has come in rather late, we ask that you take it into consideration in the preparation of your courses. It will be useful for your distance teaching this Fall.

1) On-line evaluations – three options. The Faculty of social sciences proposes the following strategies to ensure the integrity of evaluations as we continue distance teaching. You are free to choose one of the three following options, based on your pedagogical needs.

a. Evaluations with no proctoring

The Faculty of social sciences advises its faculty members to develop evaluations that foster learning while limiting the need for proctoring: open book evaluations, oral exams, collaborative work, multiples versions of the evaluations or evaluations unique to each student, as with final essays, for instance. We also recommend that Faculty members do many smaller evaluations throughout the trimester; by ensuring student participation and continual learning, this strategy could limit academic fraud. Other practices that can limit fraud include:

- * Doing practice exams with students that ensure they gain confidence in their knowledge while mastering the technology;
- * Limiting the amount of time given to the evaluations to limit text exchanges between students during the evaluation;
- * Using the random options when creating on-line questionnaires to create multiple versions of the evaluation.

b. Evaluations with live proctoring using Zoom

The University recently negotiated a license with Zoom that protects the data collected and the students' rights to privacy. Professors may use Zoom function to see up to 25 participants on the screen and can create rooms in which they and their research assistants can circulate. Students can minimize the Zoom window on their screens. This mode of proctoring mimics to some extent the act of proctoring in a classroom. This option can be interesting for some open book exams or for handwritten exams. You can contact Mireille McLaughlin to know more about exams proctored through Zoom. Please note that students may have technological needs or academic accommodations for this option. In this case, please refer to option iii in the following section.

If you wish to record the Zoom session, you need to inform students that you are doing so. Unless they have important technological issues or SASS accommodations, students cannot refuse live proctoring. They can, however, refuse the recording of their personal information. In those instances, please refer to option b in the following section. Note that Respondus might be a better option for instructors who want to record the evaluation.

c. Evaluations using Respondus and Lock Down

The University, its technical team and the privacy officers have worked to negotiate a Respondus licence that protects the rights of students as much as possible. Students understandably have preoccupations about Respondus. We encourage professors who wish to use it to take the time to explain how the software collects data, how it is stored and who can access it. You can use the information provided to students found here:

<https://uottawa.saea-tlss.ca/en/transition-to-remote-teaching/respondus-faq#students> .

While the professors of the Faculty may use Respondus, they are not obligated to do so. If you choose Respondus, you must signal it in your syllabus using the formulation in the FSS syllabus templates that are available here:

<https://socialsciences.uottawa.ca/sites/socialsciences.uottawa.ca/files/syllabus-gabarit-fr-accessible-26aout.docx> (template in French)

<https://socialsciences.uottawa.ca/sites/socialsciences.uottawa.ca/files/syllabus-template-eng-accessible-aug26.docx> (template in English)

You also must ask students who refuse to use Respondus to let you know so by October 1st.

Students can refuse evaluations proctored using Respondus. As per the University policy, professors have the obligation to provide alternative evaluations. The Faculty of social sciences recognizes that students might encounter technological or academic challenges using Respondus and that providing alternative evaluations increases the Faculty member's workload. Therefore, if some students refuse Respondus, the Faculty proposes one of the following options:

- i) *Develop your own alternative evaluation*
- ii) *Use Zoom to proctor those exams*
- iii) *Ask students to have the exams proctored by an accredited proctor:* This option is available as a last recourse for students who absolutely cannot use one of the above options. Students can, at their own expense, hire an accredited proctor or take their exams in an evaluation center. The Faculty must approve the proctors.

We are working on finding an on-campus solution only for local students who refuse Respondus. We advise professors not to count on this option being available for the fall term.

Please note that TLSS offers workshops and support to help with evaluations.

We are also working on providing support with on-line evaluations and alternative evaluations. Please contact the associate vice-dean undergrad should you have any questions or concerns about on-line evaluations.

- 2) **Recording of courses.** As we have done many times since May, we continue to strongly recommend that you record your courses when you are teaching them synchronously, in order to make the recordings available on your course's Brightspace platform. This is one of the simplest and most efficient ways to ensure accessibility to distance university teaching for students enrolled in your classes. We know that one quarter of students had problems accessing their courses last March when the university transitioned to on-line teaching.

Problems related to lack of proper equipment, unreliable or weak Internet connections, lack of space at home and time zone differences will continue this Fall for many students.

If you decide to record your classes, here are a few useful rules of thumb:

- Indicate in your course outline that your classes will be recorded and talk about this with your students during your first class;
- Specify that class recordings on University platforms are not accessible to third parties and therefore cannot be used for commercial or other purposes. Legal agreements have been made with the university's suppliers, including for Zoom, Adobe Connect and Teams;
- Specify that the recordings will only be used for viewing by students registered in the course or by the course's teaching assistants;
- Let your students know for how long the recordings will be available (you can control this time period on Brightspace);
- Talk to your students about intellectual property and course content – and that they cannot disseminate the class recordings without your consent;
- Advise your students that if they do not wish their image or their voice to be recorded, they should turn off their device's camera and/or microphone. Obviously however, in order to participate in discussions or to ask questions, students will need to use the chat functions or open their microphones.

For recording your courses, the following text should appear in your course outline.

Alternatively, you can also insert the text in your course's Brightspace platform. Please note that this text has also been added to the FSS syllabus templates that are available here:

<https://socialsciences.uottawa.ca/sites/socialsciences.uottawa.ca/files/syllabus-gabarit-fr-accessible-26aout.docx> (template in French)

<https://socialsciences.uottawa.ca/sites/socialsciences.uottawa.ca/files/syllabus-template-eng-accessible-aug26.docx> (template in English)

The sessions of this course will be recorded and made available for students to view in Brightspace for (identify the number of days or weeks) following each session.

Notice: Collection of Personal Information with Adobe Connect/Zoom/MS Teams Recordings

In accordance with the *Freedom of Information and Protection of Privacy Act* in Ontario and with University [Policy 90](#), your personal information is collected under the authority of the *University of Ottawa Act*, 1965. The Adobe Connect/Zoom/MS Teams sessions will be recorded for purposes consistent with the fulfillment of the course learning activities and outcomes. The recording may include the use of your video presence, picture, and voice. If you choose not to have your picture or voice recorded, you may disable the audio and video functionality or request accommodation from your instructor. The recording will be available only to authorized individuals through University of Ottawa systems. If you have questions about the collection, use and disclosure of your personal information in this notice, please contact your instructor.

- **IMPORTANT:** If you would like to leverage a student's recorded presentation or materials that they have submitted in upcoming sessions, as a class resource for example, please ensure that they have completed a release as per the following. The students must send their email response from their official University of Ottawa email account.

Please fill in the blanks [] below:

Subject line: Personal Information Consent

I, [insert full name], give consent to [insert full name, title, department of the professor] at the University of Ottawa to share to future classes and students [name information at issue as precisely as possible – e.g. my recorded presentation in the class insert class code and title] of the [insert term – e.g. Fall term 2020] for [insert reasons why the information is being shared – e.g. educational purposes].

[Student Full Name and Student Number]

- 3) Defferals.** Given the relatively low number of COVID-19 cases in the region, as well as how we have all adapted our behaviors and work/study habits over the past few months, the university has decided to withdraw the pandemic related self-declaration of absence forms for students. We have therefore reverted to the usual system of dealing with deferrals (at least for the Fall trimester). However, it is important to note that, for final exams, all FSS units have accepted that their deferred final exams will take place during the same time period as the university as a whole and that the schedules for these exams will be prepared by central administration. **Therefore, except for all courses in ECO and for SVS 3505 and 3515, all deferred final exams for Fall FSS courses will take place from February 14th to the 20th 2021.** Although this information will be placed on the FSS website, we kindly ask you to place it in your course outlines. You may also insert the information in your course's Brightspace platform.

And finally...

Please do not hesitate to use the resources that are made available to us by TLSS. Also, FSS has access to very competent people to help us prepare the Fall session and to assist us in the teaching of our courses over the whole trimester. Useful links and contacts are supplied below, thanks to our FSS tech specialist, Meghan Ede.

Contact us if you have questions or suggestions. We are here to help you and to ensure a distance teaching experience that is as smooth as possible.

All the best,

Marc Molgat
Vice Dean Undergraduate Studies

Mireille McLaughlin
Associate Vice Dean Undergraduate Studies
Information and useful links (from Meghan Ede)

There's a Team for FSS profs (faculty & staff) *and also an MS Team for TAs. TAs may also contact the Meghan Ede for help.*

Meghan Ede – FSS Tech Specialist

- email (10am – 9pm): mede@uottawa.ca
- MS Team: [FSSProfs](#)
- MS Team for TAs: [AE/TA uOttawa](#)
- Office hours - drop-in
 - [mardi/Tues: 10h -12hr \(MS Teams\)](#)
 - [jeudi/Thurs: 14h-16h \(MS Teams\)](#)
- PLC (Professional Learning Community) peer-to-peer
 - Join a small group of your peers to share tips and tricks, 30 min/week, drop-in ([ask how to enroll](#))

TLSS - Teaching Support at uOttawa

- Questions and in-person: saea-tlss@uOttawa.ca
- Training / Webinars: uottawa.saea-tlss.ca/en/training-webinars
- Videos: uottawa.saea-tlss.ca/en/virtual-campus/virtual-campus-tutorials-for-instructors
- Written Guide: [Professor Guide PDF](#)

IT - important Links

- MFA - Multifactor Authentication - help keep uOttawa sites & your data secure!
<https://it.uottawa.ca/security/multifactor-authentication>
- Free software AND MS Teams
<https://it.uottawa.ca/software>
- Office 365 - Outlook, PowerPoint, Teams and more...
<https://it.uottawa.ca/office365/resources>