

## FALL 2020 TEACHING AND LEARNING GUIDE FOR STUDENTS

Due to the COVID-19 pandemic, the University of Regina is offering most Fall 2020 courses through remote delivery. Remote delivery provides continued academic learning opportunities for students, while protecting the health and safety of our students, faculty, staff, and families, in alignment with federal and provincial health distancing directives.

This document is intended as a quick reference to support students and others who may have questions about remote delivery.

This Guide brings together the more relevant sections of several documents issued by the University over the past months. The purpose of these documents was to provide guidance and information for course instructors, students, and academic student services staff with regard to remote teaching and learning in the Covid-19 health emergency situation.

**Please take note:** The University's Academic Regulations, Student Code of Conduct Policy (including academic integrity), and other policies related to teaching and learning as outlined in the Undergraduate and Graduate Academic Calendars remain in force unless otherwise explicitly stated.

### Frequently Asked Questions

#### **When I am selecting classes to take, how do I know what the delivery method is?**

When picking courses be sure to read the course description and any special notes related to the course. The following codes refer to Fall 2020 course delivery formats:

- **RLDS – Remote Learning Delivery – special circumstance**
- **RLWS – Remote Learning Web – special circumstance**
- **WEB Delivered Course**
- **LIVE-Streamed Courses**

From August 15<sup>th</sup> you should have access to UR Courses for the courses in which you are registered. Course instructors will do their best to post further information about the format of their courses and any specific technology requirements (if any) on UR Courses. Please thoroughly read this information, as more specific details relating to your course may be provided there.

#### **I registered up for a RLDS course that meets at a specific time (synchronous instruction), what does this mean?**

These are primarily Zoom- based courses<sup>1</sup> (i.e. synchronous). These courses will be live and will run on the specific days / times as scheduled by the Registrar's Office. RLDS courses may incorporate asynchronous components through UR Courses. Asynchronous teaching / learning tools include readings, videos, and power-point slides as well as exercises, quizzes, and discussion boards among others. The extent and type of asynchronous components are decided

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<sup>1</sup> Please note the First Nations University of Canada uses Livestream instead of Zoom.

by the course instructor. Students complete such asynchronous components of a course on their own schedule while observing course assignment deadlines.

Registering for a course with synchronous participation means that attendance at specific time is expected and implemented to enable interactive remote learning experiences. Course instructors are required to hold any synchronous / real-time class instruction within the scheduled class time as entered in the University's Banner system.

Avoiding / missing participation in remotely-facilitated activities could be considered similar to skipping class in a face-to-face course. The instructor can decide if / when student's behaviour is detrimental to learning and how such behaviour will be reflected in individual performance / grades.

Students may also be asked to participate in class through the use of a webcam. If this is an important aspect of the course delivery, it will be clearly indicated in the course syllabus and / or UR Courses page that webcam participation in coursework and / or class discussions is required.

### **I registered up for a RLWS course (asynchronous instruction) what does this mean?**

These are UR Courses-based courses and predominantly asynchronous. That means that they are delivered in a way whereby students are able to manage them on their own schedule rather than to attend class at a specific time and place. The content of a RLWS course is typically delivered through reading materials, class notes, power-point slides, and media resources such as videos and audio recordings to enrich students' learning experiences. A RLWS course may include a variety of class activities such as discussion forums, chats, quizzes, and interactive assignments in its UR Courses page.

RLWS courses may have some limited number of synchronous components, which involve virtual real-time class meetings or contact hours with the course instructor. Course instructors are expected to comply with the class date and time as scheduled by the Registrar's Office and posted in the Banner system when they decide on the specific day / time of the course's virtual live elements (except office hours). The specific date / time of such virtual real-time class meetings or events are expected to be available in Banner's relevant class sections by August 15. Your course instructor is also expected to provide details about such live components in the course syllabus and / or in the course's UR Course page.

**What are WEB-Delivered Courses?** These are UR courses-based asynchronous courses like RLWS courses. Distinct from RLWS courses, which were developed by course instructors as special delivery for the Fall 2020 term, courses coded "WEB Delivered" have been developed with the aid of Instructional Design teams and are regularly offered as web-delivered courses.

**What are LIVE-Streamed Courses?** Similar to RLDS courses, LIVE-streamed courses are streamed over the internet, using Zoom or similar other platforms. Most LIVE-streamed courses were created prior to the University's transition to remote teaching and learning as a result of COVID19, and thus, they are regularly scheduled as LIVE-streamed.

### **What technology/equipment is needed for remote delivery?**

The minimum technical recommendations for both students and instructors generally include:

- A computer that can run a supported version of Windows or MacOS
- A screen large enough to view documents and videos
- A webcam, microphone, and speakers/headphones/earbuds
- A scanner or device that can take digital photos
- Reliable internet access.

If students are unsure about what is required, they should check their course syllabus and / or UR Courses.

### **Will I need access to specific software?**

UR Courses and Virtual Zoom classrooms do not require additional software to be installed, and there are many software products that are freely available to students. Additional information about software for students is posted here:

<https://www.uregina.ca/is/common/ur/software/index.html>.

### **What do I do if I am having technology problems?**

Occasionally technology problems may occur for both students and instructors. Please be patient with each other. If you are experiencing technology problems please let your course instructor know. For additional support please contact IT Support:

Email: [IT.Support@uregina.ca](mailto:IT.Support@uregina.ca)

Phone: 306-585-4685

If you do not have access to Wi-Fi, you may consider converting your mobile phone into a modem for your computer. First, plug your mobile phone into your computer using a suitable USB cable. Most recent mobile phones come with a USB port. After plugging in your phone, follow the steps to set up a connection between your computer and the phone. Lastly, install connection software. If you plan to use your cell phone as a modem, you should be aware of the terms and conditions of your data plan with the wireless carrier.

### **How do I communicate with my course instructor?**

In your course syllabus and / or in UR Courses, your course instructor should outline how you are expected to communicate with them. They will indicate which method of communication is preferred and any other communications expectations. If the instructor is hosting synchronous office hours, this will also be indicated.

Please observe your instructor's requests regarding communications in order to ensure timely responses. Also remember that course instructors often get a lot of emails and are not "on call" 24 hours a day. Responses may take up to 24 hours and should not be expected outside of regular business hours.

If you still cannot find the information you are looking for, please communicate with your course instructor through their preferred communication method.

**I have a question or am looking for information about my course, where do I find this?**

If you have a question or need information please look in your course syllabus, on your UR Courses page, and in any documents posted there first; and for more general questions, you should check the website: : <https://www.uregina.ca/remote-learning/>

**I require accommodations, how do I get this set up?**

Contact the [Centre for Student Accessibility](#) for all questions or needs regarding accommodations for exams or other needs. Ideally, students should contact the Centre prior to the start of their courses to ensure that accommodation needs can be met.

"The Centre for Student Accessibility upholds the university's commitment to a diverse and inclusive learning community by providing services and support to enable students with disabilities to approach their studies in an equal and effective manner."

**Library Services:**

The University Library will allow limited in-person services for Fall 2020 (including curbside pick-up and drop-off of resource materials, and limited access to the common area on the main floor). The majority of its services and resources will be accessed at a distance similar to the approach applied in Spring/Summer 2020. The Library's plans for service may be found at <https://uregina.libguides.com/covid-19>.

If you have questions about this document, you may contact [AVP.Academic@uregina.ca](mailto:AVP.Academic@uregina.ca)

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