Rules for conducting classes in a remote mode

1. Distance learning at MUL is conducted only with the usage of platforms that enable connection in real time, in terms of synchronous communication, by means of tools for remote teaching, including:

    1) Moodle ((https://e-learning.umlub.pl) – all necessary didactic materials should be placed on Moodle platform (as .pdf files, presentations, source links, descriptions, etc.); the platform is equipped with a "Big Blue Button (BBB)" plugin, which can be used for conducting remote classes and recording them; (booking of classes in advance is not necessary – the meetings can be set up independently at any time);

    2) MS Teams (https://www.office.com) – a tool used for conducting didactic classes online (booking of classes in advance is not necessary – the meetings can be set up independently at any time);

    3) ZOOM (https://zoom.us) – a tool used for conducting distant teaching via direct video contact between the teacher and students; registration at: https://e-csm.umlub.pl/zoomreg/index.php.

    Students and teachers take part in classes in different places at the same time.

2. Remote education on Moodle is available under the address (https://e-learning.umlub.pl/moodle/).

3. Apart from functions enumerated in par. 1 subpar. 3, the ZOOM platform is also used for organizing courses, conferences, office hours, and other activity, as well as postgraduate classes.

4. Every user has their own individual account on Moodle and MS Teams created automatically. In case of lack of an account, instructions available at https://zdalne.umlub.pl should be followed or the administrators available at the e-mail addresses mentioned in par. 8 and 9 should be contacted. In case of ZOOM, teachers are required to install the ZOOM application on their computers.

5. In order to acquire skills connected with the functioning of tools for remote education, **every user is obliged** to become familiar with the training materials on the Moodle platform, available at https://zdalne.umlub.pl, before the beginning of didactic classes.

6. Students and teachers are obliged to follow the Good Practices of online activity. In case of an attendant's improper behavior, a teacher can decide to remove a student from class. In such case, the teacher is obliged to write a memo describing the incident and the

undesirable behavior and send it to the relevant Dean's Office. The student who hinders conducting of or participating in class bears the consequences under the Study Regulations.

7. New courses on Moodle will be automatically created by administrators according to the names and codes used in syllabi. Courses will be assigned to the category of the current academic year, divided into Polish and English language courses and into courses and semesters in a year's perspective. In case of multi-semester subjects, courses on the platform will be divided per year.

8. In order to assign/add teachers to the right courses on Moodle or in case of technical problems, an e-mail should be sent to one of the following, depending on the home faculty of a given didactic unit:

    1) zdalne.lek1@umlub.pl – for the Faculty of Medical Dentistry;
    2) zdalne.lek2@umlub.pl – for the Faculty of Medicine;
    3) zdalne.farm@umlub.pl – for the Faculty of Pharmacy;
    4) zdalne.zdr@umlub.pl – for the Faculty of Health Sciences;
    5) zdalne.wnm@umlub.pl – for the Faculty of Medical Sciences;
    6) zdalne.biomedyczny@umlub.pl – for the Faculty of Biomedicine;
    7) zdalne.ang@umlub.pl – for English-language classes at all faculties.

    Heads of the didactic units indicate teachers who will conduct classes and send this information to the above-mentioned e-mail addresses.

9. For all matters concerning MS Teams, the e-mail address for contact is 365@uml.edu.pl (for all MUL faculties).

10. For matters concerning ZOOM, the e-mail address for contact is zoom@umlub.pl (for all MUL faculties).

11. The subject of the email should include: Faculty, Department/Clinic; the content of the e-mail should include: title of the course (according to the names used on Moodle) and the name and surname of the teacher(s) conducting the classes. In case of MS Teams or Zoom, the issue should be explained.

12. It should be assumed that one course on the platform is for all student groups in a given year (class of a given year). It follows that this course includes all teachers assigned. Separate courses for particular student groups shall not be created.

13. For courses conducted in English, separate courses will be created. Courses in English will be placed on Moodle in a separate category „Medical University of Lublin."

14. Teachers themselves enable the students to self-enrol in the course by creating a password called "enrolment key''. Teachers are obliged to send the created password to the students via a separate communication channel (e-mail in the domain: student.umlub.pl to the student representative of a given year) and to verify the conformity of registered participants with the list received from the relevant Dean's Office. Teachers are obliged to send the enrolment keys no later than 3 days before the start of class.

15. Teachers upload resources (materials) and assignments for students within a given course on their own; **this is not a duty of the platforms' administrators**.

16. If the size of the resources (materials) and assignments for students within a given course exceeds the permitted size limit on Moodle, the teacher may upload them to Nextcloud and share on Moodle.

17. In case when a teacher has two or more accounts created on Moodle platform, their access is assigned to the account (user login) which is linked to the e-mail address in the university domain (imienazwisko@umlub.pl).

18. Teachers **cannot interfere with automatic course settings (e.g., the course enrolment period).**

19. Teachers and students are obliged to log in to Moodle during class, according to the class schedule; the teacher should provide students with a link to the meeting on MS Teams, BBB, or ZOOM, and continue classes in a synchronous manner.

20. Teachers may name their courses in the form: Date/Hour/Group Number, according to the manual available at https://zdalne.umlub.pl

21. In order for the classes to be conducted in a remote mode, students must meet the following conditions:

    1) have a camera, computer, and Internet access allowing a two-way audiovisual connection. It is not required for the camera to be built in the computer. Students can be logged into remote learning on a computer, and use the camera built in a smartphone or other portable device;

    2) upload one's current portrait photo to Moodle's user profile (it can be taken e.g. with a phone).

22. During classes conducted in a remote mode, a student is obliged to use a constantly switched on camera pointed at him/her, if requested to do so by the teacher. Camera

image can't be distorted – it is not allowed to use any extra image-modifying software, for example adding background, or image looping effects.

23. If technical issues make it impossible to conduct classes with cameras being switched on among all participants, the teacher can decide to have them switched off. In this case, the teacher preserves the right to ask a randomly selected student to switch on the camera. If the audio/video signal is interrupted on the student's side, the class content is to be made up for according to the conditions set by the teacher.

24. Teachers can allow students to communicate during classes:

   1) using microphones;

   2) through chat.

25. In order to take attendance n a virtual classroom, the teacher can:

   1) check attendance using the student list by reading aloud name and surname, calling out a student who is obliged to confirm his/her presence in front of a working camera, enabling the teacher to confirm their identity, and/or

   2) ask the students to confirm their presence by having them write e.g. the following on chat: "present in …………….. (course name) class on ……….. (date) + name surname." The teacher saves the chat for future verification of the student list. The teacher has the right to confirm students' identity during classes at any time and supervise the students' activity during meetings.

   The teacher decides on the methods of verifying the identity of students.

26. All classes conducted in a remote mode should be documented with student attendance lists in the form of a print screen or screenshot, done at least twice during the course of classes. Screenshots should include information about the date and time when the screenshot was made, therefore while making the screenshot, the taskbar with the current date and time should be seen on the screen. Students' attendance lists (screenshots) from classes conducted in a remote mode should be included in documentation and kept in the didactic unit in charge of a given course. The documentation is supervised by the head of the didactic unit.

27. Immediately after conducting classes, the teacher is obliged to report them via the online application form available at zdalne.umlub.pl

28. In order to check the identity of students participating in classes, the teacher can compare surnames shown on MS Teams or Zoom with surnames and photos available on Moodle. If a student's photo is not displayed, it means the student did not enable the preview of

his/her photo, and thus does not meet the formal requirements for being allowed to participate in online classes. It may result in refusal to admit a student to class.

29. Teachers launch tutorial videos on their own computers and at the same time, share their screen with the students via video conference. Due to technical limitations, teachers do not upload videos to platforms used for remote teaching.