Makeup Class Policy

Due to Inclement Weather Cancellations

This policy provides various make-up options open to faculty in the event of cancelled classes because of University closures. This policy has received formal approval from the College Curriculum, Assessment and Educational Policy Committee and assent from the Faculty Senate.

In the event of a University closure, faculty have discretion to choose the best mechanism to deliver content in an alternate format. Please note that any costs associated with some of the technology options below will be the responsibility of the department.

**Plan A: Short-term Closures**

For short term closures (defined as one or two days), faculty are invited to consider the use of various online technologies or to make changes to the course syllabus to cover the appropriate content during regular class sessions upon return from closure.

**Plan B: Long-term Closures**

For longer closures (defined as three or more days), faculty will continue to have access to the online technologies but reworking the course syllabus may not be a viable option. To assist, the College has reserved all Registrar scheduled classrooms over the course of two weekends to allow for in-person class meetings to account for the time missed. (Departmental rooms not scheduled by the Registrar have not been pre-reserved.)

For Spring 2018 those dates are:

- Saturday, March 24 & Sunday, March 25 (for the first two missed class days)
- Saturday, April 14 & Sunday, April 15 (for the second two missed class days)

Faculty may want to include these dates in their syllabi to allow students to plan appropriately. Students will receive an email in January with information on this policy and the relevant dates for Spring 2018. Students will also receive follow-up communication at the relevant time in the semester if we have decided to enact the inclement weather policy.
## Plan A

### Plan A: Makeup options during a short-term campus closure (1-2 days)

<table>
<thead>
<tr>
<th>Recommended Solutions</th>
<th>Description</th>
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| Reorganize material   | In class: Reorganize material and/or pace of instruction to make up for lost class time.  
Ease of Use: Modify the syllabus at next class meeting and adjust dates and assignments as needed. |
| Email                 | Reach out to students: Contact students with an independent assignment, reading, or activity relevant to the class that can be completed off campus.  
Ease of Use: Inform students in syllabus or prior to an event that you will be contacting them for such assignments. Class email lists are available in OPUS.  
What is required to use it?  
- Mac, PC, or smart device, and internet connection. |
| Skype for Business    | What is Skype for Business used for?  
- Skype for Business is a great one-to-one or group conferencing tool (up to 250 participants)  
- Face-to-face communication with screen sharing option  
Ease of Use: Moderately easy after hands-on tutorial.  
What is required to use it?  
- NetID required for all participants. Must know all participants to add to conference.  
- Computer with high-speed internet connection, microphone and webcam  
- Headset with microphone works best, if available  
Resources:  
- Quick Start Instructions  
- Questions? Issues? Email ECHelp@emory.edu or VideoServices@emory.edu |
<table>
<thead>
<tr>
<th><strong>BigBlueButton via Canvas</strong></th>
<th><strong>Echo360 Lecture Capture</strong></th>
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<tbody>
<tr>
<td><strong>What is BigBlueButton Used for?</strong></td>
<td><strong>What is Echo360 used for?</strong></td>
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<tr>
<td>- Instructors may stream lectures (audio, PC Screen) directly through Canvas</td>
<td>- Record lectures (Voice, PC Screen, Video) from a classroom or your laptop.</td>
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<td>- Recordings are kept only for two weeks</td>
<td>- Students may view these lectures via Canvas.</td>
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<tr>
<td><strong>Ease of Use:</strong> Likely the easiest of these tools, though a brief tutorial may be required. Audio quality may be somewhat lower, though.</td>
<td>- No live interaction among students and instructors</td>
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<tr>
<td><strong>What is required?</strong></td>
<td>- Viewing statistics and engagement features (quiz, polling, Q&amp;A) available</td>
</tr>
<tr>
<td>- A computer with high-speed internet connection and microphone</td>
<td><strong>Ease of Use:</strong> Moderately easy, once everything is setup in Echo and Canvas.</td>
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<tr>
<td>- The “Conferences” link in your Canvas course should be activated</td>
<td><strong>What is required to use it?</strong></td>
</tr>
<tr>
<td>- Headset with microphone works best, if available</td>
<td>- A computer and microphone to record “Voice Over Powerpoint”</td>
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<td><strong>Resources:</strong></td>
<td>- Webcam optional to record talking head or other visuals.</td>
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<tr>
<td>- Overview - <a href="https://stritch.instructure.com/courses/2566/pages/creating-big-blue-button-conferences">https://stritch.instructure.com/courses/2566/pages/creating-big-blue-button-conferences</a></td>
<td>- Canvas courses are preferred, though Echo links may be viewed anywhere</td>
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<tr>
<td>- Video - <a href="https://www.youtube.com/watch?v=2nIlTE1BEkc">https://www.youtube.com/watch?v=2nIlTE1BEkc</a></td>
<td>- You should work with IT to create your Echo360 course and link it to Canvas.</td>
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<tr>
<td>- Questions? Issues? Email <a href="mailto:classes@emory.edu">classes@emory.edu</a></td>
<td><strong>Resources:</strong></td>
</tr>
<tr>
<td><strong>Echo360 Lecture Capture</strong></td>
<td>- Emory’s Echo360 Page - <a href="http://it.emory.edu/echo360/tutorials.html">http://it.emory.edu/echo360/tutorials.html</a></td>
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<td><strong>Echo360 Lecture Capture</strong></td>
<td>- Questions? Issues? Email <a href="mailto:ECHelp@emory.edu">ECHelp@emory.edu</a> or <a href="mailto:VideoServices@emory.edu">VideoServices@emory.edu</a></td>
</tr>
<tr>
<td>Other Solutions</td>
<td>Description</td>
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</table>
| **Adobe Connect** | **What is Adobe Connect used for?**  
- Live streaming of lectures (Voice, PC Screen, Video) to upwards of 100 students  
- Recordings are possible and may be posted anywhere  
- Live interaction available via chat function  
**Ease of Use:** Moderately easy after a hands-on tutorial with setup.  
**What is required to use it?**  
- Adobe License required for Hosts. ~$120/year  
- A computer with high-speed internet and microphone.  
- Webcam Optional if you prefer to be seen  
- Flash and other plug-ins installed  
- Headset with microphone works best, if available  
**Resources:**  
- Video Overview: [https://www.youtube.com/watch?v=Oyx_hutZtzA](https://www.youtube.com/watch?v=Oyx_hutZtzA)  
- Questions? Issues? Email ECHelp@emory.edu or VideoServices@emory.edu |
| **Live Videographer** | **What is a videographer used for?**  
- HD Video recordings with a camera to follow you around the room  
- Video editing available as needed  
**Ease of Use:** Extremely easy. No work required from you.  
**What is required?**  
- Availability of videographer. About a one-week turnaround time for video. Not available for quick delivery.  
- $100/hour fee for setup, recording and editing. Four-hour minimum.  
**Resources**  
- To schedule or inquire, email classtech@emory.edu |
Plan B

When the University is closed for three or more days in a semester, the Dean of Emory College of Arts and Sciences will notify students and faculty that the College Makeup Schedule will take effect.

<table>
<thead>
<tr>
<th>Plan B: College Makeup Schedule during a long-term campus closure (3+ days)</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
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<tr>
<td><strong>Makeup Dates</strong> Classrooms will be reserved at the beginning of the semester on designated weekends late in the semester and will utilize regular class schedules. The dates designated for makeup weekends will be announced at the beginning of the semester to assist faculty and students with planning. <em>Faculty should not select other times to make up classes.</em></td>
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<tr>
<td><strong>Classroom assignments</strong> The Registrar’s Office will provide instructors with their regular classrooms when possible but may need to move classes in some instances.</td>
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<tr>
<td><strong>Attendance</strong> Instructors who wish to take advantage of the makeup weekend schedule will need to provide options for students who are unable to attend due to a job, religious obligation, or other scheduled conflict. Providing class notes, for example, would be one option.</td>
</tr>
<tr>
<td><strong>Alternative</strong> If material has been covered utilizing instructional technology or other means, classes do not have to meet on the makeup dates.</td>
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</table>

Plan Ahead for Plans A and B

Instructors are encouraged to plan well ahead of short- or long-term campus closures.

- Test technology from home in advance
- Reach out to campus support
- Include makeup practices in the syllabus (tell students to check for email assignments)
- Have alternative assignments ready
- Keep in mind that power outages or internet interruption on campus and elsewhere may impact students’ ability to engage online
- Look at ways in which your curriculum could be adjusted
- Compile class email lists
- Make note of the two designated makeup class weekends on your calendar and in your syllabus

Contacts:

- **General questions about this policy**: Office for Undergraduate Education, 404.727.6054
- **Technology issues**: Refer to the chart for appropriate contact. Classroom Technology and AV Support, 404.727.6853 Emory College Computing Support, 404.727.5757
- **Classroom assignments**: Office of the Registrar, 404.727.4342

Spring 2018