



EMORY  
COLLEGE  
OF ARTS AND  
SCIENCES

## 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.)




The Dates for the next few terms are:

**Fall 2019:** Saturday, November 9 & Sunday, November 10; Saturday, November 16 & Sunday, November 17

**Spring 2020:** Saturday, March 21 & Sunday, March 22; Saturday, April 4 & Sunday, April 5

Faculty may want to include these dates in their syllabi to allow students to plan appropriately. Students will receive an email at the beginning of each semester with the relevant make-up dates for that semester. 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)	
Recommended Solutions	Description
 <b>Reorganize material</b>	<p><b>In class:</b>  <i>Reorganize material and/or pace of instruction to make up for lost class time.</i></p> <p><b>Ease of Use:</b> <i>Modify the syllabus at next class meeting and adjust dates and assignments as needed.</i></p>
 <b>Email</b>	<p><b>Reach out to students:</b>  <i>Contact students with an independent assignment, reading, or activity relevant to the class that can be completed off campus.</i></p> <p><b>Ease of Use:</b> <i>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.</i></p> <p><b>What is required to use it?</b></p> <ul style="list-style-type: none"> <li>- <i>Mac, PC, or smart device, and internet connection.</i></li> </ul>
	<p><b>What is Zoom?</b>  <i>Zoom is Emory's recommended online collaboration tool. It is used for:</i></p> <ul style="list-style-type: none"> <li>- <i>HD Video Conferencing</i></li> <li>- <i>Webinars</i></li> <li>- <i>Secure Chat</i></li> </ul> <p><b>Ease of Use:</b> <i>Highly intuitive for most faculty, staff and students</i></p> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>- <i>A computer, microphone, webcam and high-speed internet connection. Earbuds are recommended.</i></li> <li>- <i>To get started with your <b>free</b> account, go to <b>emory.zoom.us</b></i></li> </ul> <p><b>Resources:</b> <i>Questions? Issues? Email <a href="mailto:ECHelp@emory.edu">ECHelp@emory.edu</a> or <a href="mailto:VideoServices@emory.edu">VideoServices@emory.edu</a></i></p>



### Canvas Conferences

#### What are Canvas Conferences Used for?

- Instructors may stream lectures (audio, PC Screen) directly through Canvas
- Recordings are kept only for two weeks

**Ease of Use:** Likely the easiest of these tools, though a brief tutorial may be required. Audio quality may be somewhat lower, though.

#### What is required?

- A computer with high-speed internet connection and microphone
- The "Conferences" link in your Canvas course should be activated
- Headset with microphone works best, if available
- Canvas Conferences integrate the BigBlueButton platform, which requires Flash on desktop browsers. Canvas Conferences are not currently supported in the Canvas mobile app.

#### Resources:

- Overview - [Documentation - https://community.canvaslms.com/docs/DOC-10460#jive\\_content\\_id\\_Conferences](https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Conferences)
- Video - <https://www.youtube.com/watch?v=2nllTE1BEkc>
- Questions? Issues? Email [classes@emory.edu](mailto:classes@emory.edu)



### Echo360 Lecture Capture

#### What is Echo360 used for?

- Record lectures (Voice, PC Screen, Video) from a classroom or your laptop.
- Students may view these lectures via Canvas.
- No live interaction among students and instructors
- Viewing statistics and engagement features (quiz, polling, Q&A) available



**Ease of Use:** Moderately easy, once everything is setup in Echo and Canvas.

#### What is required to use it?

- A computer and microphone to record "Voice Over Powerpoint"
- Webcam optional to record talking head or other visuals.
- Canvas courses are preferred, though Echo links may be viewed anywhere
- You should work with IT to create your Echo360 course and link it to Canvas.

#### Resources:

- Emory's Echo360 Page - <http://it.emory.edu/echo360/tutorials.html>
- Questions? Issues? Email [ECHelp@emory.edu](mailto:ECHelp@emory.edu) or [VideoServices@emory.edu](mailto:VideoServices@emory.edu)

Other Solutions	Description
	<p><b>What is Skype for Business used for?</b></p> <ul style="list-style-type: none"> <li>- Skype for Business is a great one-to-one or group conferencing tool (up to 250 participants)</li> <li>- Face-to-face communication with screen sharing option</li> </ul> <p><b>Ease of Use:</b> Moderately easy after hands-on tutorial.</p> <p><b>What is required to use it?</b></p> <ul style="list-style-type: none"> <li>- NetID required for all participants. Must know all participants to add to conference..</li> <li>- Computer with high-speed internet connection, microphone and webcam</li> <li>- Headset with microphone works best, if available</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>- <a href="#">Quick Start Instructions</a></li> <li>- Questions? Issues? Email <a href="mailto:ECHelp@emory.edu">ECHelp@emory.edu</a> or <a href="mailto:VideoServices@emory.edu">VideoServices@emory.edu</a></li> </ul>
 <p><b>Live Videographer</b></p>	<p><b>What is a videographer used for?</b></p> <ul style="list-style-type: none"> <li>- HD Video recordings with a camera to follow you around the room</li> <li>- Video editing available as needed</li> </ul> <p><b>Ease of Use:</b> Extremely easy. No work required from you.</p> <p><b>What is required?</b></p> <ul style="list-style-type: none"> <li>- Availability of videographer. About a one-week turnaround time for video. Not available for quick delivery.</li> <li>- \$100/hour fee for setup, recording and editing. Four-hour minimum.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>- To schedule or inquire, email <a href="mailto:classtech@emory.edu">classtech@emory.edu</a></li> </ul>

## 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.

Plan B: College Makeup Schedule during a long-term campus closure (3+ days)	
	Description
<b>Makeup Dates</b>	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. <i>Faculty should not select other times to make up classes.</i>
<b>Classroom assignments</b>	The Registrar's Office will provide instructors with their regular classrooms when possible but may need to move classes in some instances.
<b>Attendance</b>	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.
<b>Alternative</b>	If material has been covered utilizing instructional technology or other means, classes do not have to meet on the makeup dates.

### 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*