From: Holmes, Keeta
Cc: Holmes, Keeta
Subject: Help and Supports for Shifting to Online
Date: Tuesday, November 17, 2020 7:47:52 AM

This email has been sent to the UMSL faculty and staff listservs.

Dear Colleagues,

I hope this email finds you all doing well. For those of you who have remaining in-person class meetings planned, it is time to implement your backup plans to finish the semester strong. Following the recent campus announcement about shifting the post-Thanksgiving semester to fully online, the Center for Teaching and Learning (CTL) and the Testing Center would like to offer support and help however you need us. You've got this, and we remain in your corner.

Need to re-envision a classroom activity for the online environment?

1. This resource provides examples of how common classroom activities can be accomplished online (asynchronously or synchronously)
2. This webpage provides guidance on how to communicate with students about a shift in your plans.
3. UMSL's Keep Teaching (for faculty) and Keep Learning (for students) sites provide tailored resources for you and your students to stay on track. Note: There is a lot of information in these sites, so email Keeta if there's something in particular you're looking for.

Need to Consult with Someone?

Your colleagues in the CTL and the Office of eLearning can help you set up assignments, develop content, suggest messaging, or organize your course to support your plans for the rest of the semester.

UMSL's CTL crew is ready to help you by appointment. Just email us, and we can set up a time to meet you in Zoom or when possible, in-person. Here's our contact info:

- Keeta Holmes, holmeskm@umsl.edu
- Jenna Alexander, alexanderjm@umsl.edu
- Sarah Butler, butlersr@umsl.edu (for Testing questions)
- Jen McKanry, mckanryj@umsl.edu
- Erin Whitteck, erin.l.whitteck@umsl.edu

The UM-System Office of eLearning's (OeL) teams, the Academic Technology

and Instructional Design Teams, will be offering open hours between November 16 through December 10 from 1-3 pm. No registration is necessary. Here is the link to join the Zoom session. The OeL Instructional Designers will also be hosting 1 hour webinars on various topics related to creating alternative assessments. You can register for them on the OeL Trainings and Webinars page.

Finally, information about creating additional assessments and Guidelines for Planning Alternative Assessments can be found on the UM-System Keep Learning Website.

Testing and Finals

We recommend reconsidering whether you need every assessment to be proctored. Here are some Canvas quiz options and resources for help if this appeals to you:

1) Knowing it isn't ideal, can this exam be delivered online without proctoring but instead applying features of exam settings in Canvas such as a timer? **Instructions here.**

2) Could the exam be converted into a take-home exam (as a Canvas assignment)? **Instructions here.**

3) Could you assess students in another way other than an exam? Consider these **alternate assessment options**.

Proctored Testing Reminders

Need help putting your exam into Canvas? The Testing Center can convert paper-based exams to Canvas quizzes. Simply submit your request here: Exam Conversion for Canvas form.

At this time, the Testing Center does not remotely proctor exams over Zoom or any other video conferencing service. Please note that Academic Affairs has determined that faculty should not proctor exams over Zoom since it does not provide assurances of academic integrity.

Face coverings are required at all times when visiting the Testing Center in accordance with campus policy. Staff are taking precautions such as seating test takers a minimum of six feet apart, providing test takers with clean workstations and writing utensils, and adhering to a

strict post-exam cleaning policy.

When possible, consider providing flexible options for students such as these: option to take their exams online or in the Testing Center or complete an assignment instead of an exam. If you have any questions please reach out to Testing Center Coordinator, Sarah Butler, at butlersr@umsl.edu.

How to Proceed with Proctored Testing Using Proctorio

100% online courses must have a Proctorio option for proctored exams. (Proctorio Guide for UMSL Faculty or Proctorio web resource for help). Proctorio is the only web-based remote proctoring option at UMSL; there is no fee for UMSL or our students. Reminder: Please use this statement to explain Proctorio to students and guide them to take a practice Proctorio Quiz here in the *Learning How to Learn Online* Canvas course site. Here is the link to copy/paste in a message to students to that practice Proctorio quiz: https://umsl.instructure.com/courses/15933/quizzes/77316?module_item_id=1294829

Using the Testing Center for Proctored Exams

The Campus Testing Center will remain open for the remainder of the Fall 2020 semester as long as it is possible to do so. Please keep in mind that it is operating at COVID capacity and cannot accommodate all in-person exam requests, and seating is based on availability. Thank you for your timely attention to the following information.

1. Students are welcome to take proctored exams in the Testing Center **by appointment only** as an alternative to using Proctorio or to meet a testing accommodation granted by Disability Access Services. Appointments are scheduled online at umsl.edu/testing.

2. Please note that students cannot access the Proctorio version of an exam in the Testing Center. Ask for help or choose one of the four workarounds to resolve this:

    a. ***Recommended***: In “Moderate this Quiz,” set exam to “flexible.” When the student(s) arrive to take the exam, the browser will recognize that the Proctorio Chrome extension is not installed, enabling the Testing Center proctor to manually enter the password.

b. In “Moderate this Quiz,” disable Proctorio for individual students, enabling the Testing Center proctor to manually enter the password.

c. Deploy a second exam with Proctorio disabled (do not forget to set a password).

d. Provide a paper-based exam to the Testing Center.

3. **Need proctored testing for your whole class? We’ll try!** Although it has been our policy to not support whole class testing, we will do our best to accommodate whole-class in-person exam requests as space allows. This could be an option for exams that are difficult to replicate in Canvas or other online courseware, such as exams that require drawing, use of mathematical symbols, etc. Contact the Testing Center Coordinator Sarah Butler at butlersr@umsl.edu as soon as possible to discuss this possibility. Requests submitted with less than one week’s notice may not be possible. Please note that we still cannot bring an entire class in for one sitting, but whole class testing could be possible within a testing window over a day or two. Thank you for your flexibility if we are unable to meet your request. If this option is approved for your exam, please be sure to still have your resilient plan ready to implement in the event that campus operations must close.

Ready to Let the Testing Center Know You Need Their Services?

- **Option 1:** Faculty have the option to submit the details about the exam directly to the Testing Center’s system, RegisterBlast. Once enabled for Canvas, faculty have the ability to submit exam dates, parameters, and view the status of student appointments electronically. To get started with RegisterBlast, please consult the RegisterBlast Professor’s Guide. Contact the Testing Center Coordinator, Sarah Butler at butlersr@umsl.edu if you have any questions about using RegisterBlast.

- **Option 2:** Faculty must submit the Exam Transmittal Form to testing@umsl.edu. Staff will then input the submission on the faculty member’s behalf as quickly as possible.

Need Equipment?

Do you need to borrow a USB headset, USB microphone, webcam or document camera? If so, please let me know as soon as possible so that we

can reserve one for you and set up a time to safely stop by and pick it up from the CTL in Lucas Hall. Just reply to this email to let me know what you need.

If your students need a laptop or webcam, please instruct them to reach out to an academic coach or advisor who will consider the need and coordinate distribution.

Thank You! Last spring, I shared a reminder that the antidote for stress and anxiety is human connection. Since then, we have marveled at the creative ways we've stayed connected and indeed felt the loss when we don't feel as close. Thank you for being there for your students, remaining flexible, and staying focused on your student's progress. We know this situation isn't easy, and we hope you'll let us know if there is anything we can do to help. Until then, please stay safe and healthy.

Your colleagues in the CTL and Testing Center,

Keeta Holmes, Director, CTL

Jenna Alexander, Assistant Director

Sarah Butler, Testing Center Coordinator

Jen McKanry, Assistant Director

Mary Painter, Learning Analytics Coordinator

Daphne Rivers, Business Support Specialist

Erin Whitteck, Assistant Director

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Zoom: https://UMSLCanvas.zoom.us/j/3145167134
University of Missouri St. Louis: WE TRANSFORM LIVES
My pronouns: she, her, hers