NEW MEXICO TECH
SCIENCE · ENGINEERING · RESEARCH UNIVERSITY

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[COVID-19] updates and info for resumption of classes
1 message

Wells, Douglas <douglas.wells@nmt.edu>   Sun, Apr 5, 2020 at 4:36 PM
To: All-Faculty <all-faculty@nmt.edu>, Academic Affairs Directors <AcademicAffairsDirectors@nmt.edu>, Academic Department Admins <AcademicDepartmentAdmins@nmt.edu>, Academic and Community Ed <academic-commed@nmt.edu>, VPAA <vpaa@nmt.edu>, Registrar <registrar@nmt.edu>, COVID-19 Task Force <covid19taskforce@nmt.edu>, Joe Franklin <Joe.Franklin@nmt.edu>, Iver Davidson <iver.Davidson@nmt.edu>, Matthew Gallegos <matthew.gallegos@nmt.edu>

Dear All:

Here are today's follow-on updates in preparation for tomorrow's resumption of classes:

1) Regarding "hot spots" versus using your office/lab: As Iver and Peter Mozley pointed out in correspondence over the weekend, most if not all major wireless vendors (T-mobile, Verizon, Sprint, etc.) provide the same hot-spot capability that NMT can provide, but are able to serve many more than NMT can serve, and most of them are providing this free (temporarily) in response to Coronavirus.   Please note that, as per several earlier e-mails, we have declared all faculty "essential on-site workers" to enable them to work from their offices and labs when they need to, while encouraging them to work from home to the maximum extent practicable.   If they do work on the NMT campus, it is important that they practice "social distancing" (minimize time together with others while maximizing distance).

I reproduce Iver's e-mail on this subject, below, along with Peter's follow-on addenda:

(i) Iver's e-mail:

"There are many more requests for Internet "hotspots" than are available, which prompts me to discuss the nature of hotspots and other options that are out there.

The hotspots that ITC has been providing consists of a mobile phone with a data plan enabled and the ability to use that data plan as a network that you (and anyone you share the password with) can access through your laptop or desktop as you would any wireless network.

The good news is that most people already have the ability to use their cell phone in this manner. However, to do so it is necessary to enable high-speed data transmission on your cellular account. These links will describe what free data or additional data is being offered by the major providers:

T-Mobile

Verizon

Sprint

Follow these links to learn how to set up a personal hotspot on your phone:

[Apple products](#)

[Android products](#)

Faculty who live in Socorro but have poor Internet and don't have phones set up as hotspots with enough available bandwidth are strongly encouraged to teach from their campus office. Those living outside of Socorro who have no cell phone and no Internet access should contact ACT.

Please share this information with your TAs because this applies to them also.

For help on this issue, please email act@nmt.edu and put in the subject line *hotspot ."*

(ii) Peter's Addenda (***edited, for general use***):

"Hot spots rely on the local cellular network, so the Tech hot spots are basically Verizon phones with hotspot data plans enabled.

T-Mobile (*and other providers*) are offering free "high speed" hot-spot use due to the pandemic, but you need to enable it through the account management interface. It is providing me with ~10 Mbps download and ~2 Mbps upload speeds. Not great, but it works for Zoom. Disabling your video feed helps if things get slow, and some faculty are uploading their PowerPoints to Canvas prior to the lecture in case the share-screen function acts up. Monday, of course, will be the true test of Socorro's cellular data network -- I'm hoping the network speeds don't slow too much.

As Iver indicated in his email, faculty are permitted to work from their offices if they need to, and the buildings are expected to be pretty empty, making social distancing easy. Y*our Deans and Chairs* may be able to give you an idea of how many people might be in your part of the building.

Another option is "poaching" a high-speed signal from a parking lot. ITC reconfigured the wireless antennas so that the Chemistry and Fidel parking lots have strong signals and very fast connections."

2) Regarding Zoom, Canvas, Panapto, and issues thereof: Thanks to our DE Transition Team of Matt, Joe, Iver, Aly, Lorie and Peter, (and a large and important staff making this happen), I attach below in the body of this e-mail and in a WORD attachment, additional information crafted by the DE Transition Team summarizing many of the important points made in our training Webinars:

Canvas and Zoom Setup

Canvas is the mechanism by which we will communicate with students, post assignments, exams and grades. As we will be using Zoom for synchronous and asynchronous instruction, you are able to link both your Canvas course and Zoom

synchronous class Zoom meetings/lectures.

l Setting up Canvas if you have not used it before for your course

https://guides.instructure.com/m/4152

l You can test your setup, connection, microphone and speakers by using the following link

https://zoom.us/test

l Integrating Canvas and Zoom

Video:

https://nmt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=ba683114-2866-44dc-bf1e-ab84015bcf35

Key steps outlined in the video

i. Making sure you the Zoom link showing up in your menu

ii. Setting up a Zoom meeting (**make sure you enable recording, and waiting room**). The waiting room will keep the students from joining the meeting before you and also allow you to review who is in there before allowing them to join the class. You can setup the meeting to be recurring so you will need to do it only once per class. These meetings will be visible to the students when they login into Canvas

iii. Creating a Panopto folder

iv. Linking your Zoom meeting ID with the corresponding course

Security

l **Update your Zoom application frequently**

l Zoom meetings will have authentication enabled by default - this means students have to be logged in with their NMT email either through Canvas or Zoom App

l If you have already setup your meetings prior to April 3rd, you will have to edit those meetings and manually change the authentication setting to restrict access by domain (**use NMT Accounts**)

This video shows how to change options after a meeting room has been created: https://nmt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=f03426fc-9427-4a90-9cd5-ab9200ff7ac9

l Do not share the Zoom meeting ID publicly and use passwords

l Check the sharing options on the default folder for Panopto to make sure that it is private

l Check that you have enabled the waiting room in your Zoom meeting settings

Checklist

❏ **Test your Zoom setup**

❏ **Publish the Canvas pages for every course you are teaching this semester**

❏ **Create a recurring Zoom meeting for each class**

❏ **Check security settings for all your Zoom meeting and ensure authentication by NMT Accounts is selected**

❏ **Link the Zoom meeting ID and Panopto**

❏ **Check permissions on your main recording folder under Panopto**

Support

If you need assistance setting up your course please contact

ı ACT Help Desk: https://nmt.edu/act/help.php

If you need assistance while you are conducting the course please contact

ı Click on the Chat Help Tab at the bottom of every Canvas page.

3) <u>On Additional Training Opportunities and Frequently Asked Questions (FAQs)</u>:   There will be another ZOOM training webinar tomorrow (Monday, April 6th) at 3pm.   This will be another opportunity to ask any new questions that arise and get real-time answers.   Of course, there is a great deal of material here (https://nmt.edu/academicaffairs/covid-19/covid-19_AA.php), so that faculty need not search through their e-mail to find it.

4) <u>On the question of recording on-line offerings</u>: At this point we need, and students need, all lectures recorded.   Regarding ensuring recordings, posting in Canvas and security issues of Zoom, see above write-up and the AA covid webpage to ensure that you are practicing "best practices".   One does not need to record, in contrast, office hours, lab demos, recitation sections and the like. We leave it to faculty to figure out what is best for their students and for the quality of their classes.

5) <u>On communicating with ALL students about the resumption of classes</u>: We have notified all students on multiple occasions that classes will resume on Monday, but we also need all instructors to directly communicate to their students about the manner and format of the resumption: (a) synchronous or asynchronous? (b) modified syllabus, expectations, assignments and testing? (c) TA interactions: such as revised lab interactions and (possibly) new recitation sections? (d) office hour changes? (e) especially for some categories of classes, such as Labs, Seminars, Arts and Physical Recreation classes - whether the semester is effectively over and grades (or grade options) will be based on the work to date.

6) <u>On final exams, proctoring and all that</u>: We will, later this week, bring to you a game plan on TAs, real-time proctoring, and how we plan to make this work.

7) <u>On P/F, S/U or deferred grade options</u>: This will be taken up by the Faculty Senate this Tuesday (April 7th).

Questions?

Thanks ---- D

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📄 **DE Suggestions and Checklist for Faculty.docx**
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