

## Bi-weekly Report for Fall 2020 Planning

June 15, 2020

### Teaching and Scholarly Learning

Learning Environments, in collaboration with the Information Security Office, continuously monitors Zoom for settings or features that would be useful for Rice to have as defaults. Two settings in Zoom will be set as default on July 1 to resolve some issues around recordings. The first change will only allow the Host of the meeting to be able to download the recording. The second change will **not** allow participants to record the session so students cannot record and post the videos wherever they wish. Additionally, a policy is coming for the fall 2020 semester that will automatically delete academic class recordings after each semester. Additional information will be conveyed around saving these recordings if a faculty member wants as well as guidelines for usage with regards to FERPA.

The Piazza and GradeScope contracts should be finalized next week.

### Learning Spaces

At the request of the dean of Humanities, Diane Butler attended several of her staff town halls this week to discuss and answer questions about the classrooms that will be used this fall and the additional equipment being added for dual delivery. Diane is happy to attend any school or department meeting to further address questions around the classroom equipment for the dual delivery teaching.

Learning Environments is working with the Registrar's office to identify phase II rooms. That list should be finalized soon. Phase I classrooms are in progress as are the spaces in the Shepherd School of Music and the School of Architecture. All updated information to classrooms is being posted on this [wiki](#). Videos will soon be coming to the website on using the equipment.

### Labs and Other Complex Spaces

Learning Environments is working with Tina Villard on spaces in the Rec Center that might be used for LPAP courses. In addition, LE is working with VADA to help think through their needs for their courses. As a reminder, spaces outside the Office of the Registrar scheduled spaces will be evaluated based on programmatic needs and availability of funds by the Information Technology Executive Committee.

### Training for Updated Classroom Spaces

In addition to one-on-one training, Learning Environments plans to create short videos and documentation to aid in the training of faculty for the spaces equipped for dual delivery. In addition, LE will be hiring students to be Technology TAs to assist faculty wanting extra help in the classrooms. A faculty member will be able to request to have a Technology TA to assist them as needed. An email where faculty can request a Technology TA will go out in mid to late July. It will be critical for faculty to go through training prior to the start of the fall semester. In order to bring the remote participants in as part of the class, Zoom will need to be used.

### Additional Information

The Learning Environments (LE) team continues to work with faculty on their summer courses as well as preparation for fall. Regular workshops on Zoom, Kaltura and Canvas as well as one-on-one assistance for faculty are in progress. Since the beginning of May, 150 people have attended workshops and one-on-one sessions with a member of the LE team. The complete list of workshops is at [Training Calendar](#) and their [website](#) includes resources available to instructors for teaching.

For questions, please email Diane Butler, [diane@rice.edu](mailto:diane@rice.edu), or the Learning Environments team, [teaching@rice.edu](mailto:teaching@rice.edu).