Strathmore University

Centre for Teaching Excellence

Draft

Regulations for Live Video Class Sessions

(Zoom, Skype for Business, Microsoft Teams, Google Classrooms, Big Blue Button)

For lecturers

1. All sessions should be properly named to identify the class by its official unit name and code, and topic to distinguish it from other current and future sessions and from other units.

2. Students are required to log in with their official student names, Strathmore email and student IDs as the screen caption. These are necessary for proper conduct of sessions, tracking attendance and engagement.

3. All student avatars should have their own faces for several reasons including proper engagement and security. Lecturers should remind students to have proper avatar. Blank squares, cartoon characters and other pictures are not allowed. Failure to follow this instruction requires that the student enforce it or suspend the student from the session.

4. Lecturers should post the meeting link for connecting to a class on the eLearning site. A unique meeting ID (not Personal Meeting ID) and password must be required for each session, without recurring.

5. All lecturers should ensure that the students join in after the host, who in this case is the lecturer. The administrators who configure lesson details should ensure the students option of joining into a class before the lecturer is deactivated. Students are in a waiting room before joining. The lecturers are responsible for admitting only authorized students into the sessions.

6. Set screen sharing to host only and approve screen sharing requests on a case by case basis.

7. Turn off annotation and unnecessary features like file transfers and private chats by default. Nevertheless, this rule should be applied on a case by case

basis. Lecturers should find ways to use these collaborative features to increase student engagement and interactivity.

8. Disable removed participants from rejoining.

9. Lecturers should ensure that all student mics and videos are muted when the session starts. Questions should be allowed based on the raise hand option activated by a student.

10. A lecturer can lock the meeting to prevent new participants from joining. Lecturers may lock out late participants 10 minutes into the session. *Nevertheless, the lecturer should apply discretion in this case to avoid punishing students who have problems of access for no reason of their own.*

11. Lecturers should plan sessions that are highly interactive. Such interactivity should include the regular and repeated calling out of names (without following any predictable order. Sessions that have long periods of passive listening should be interrupted for learner centered activities such as Q&A sessions.

12. It is advisable that lecturers ensure that each session is accompanied with side activities on the Strathmore elearning site such as MCQs. These short assessment activities increase student engagement, focus, and motivation to attend class. They also cater for students who need to revise past sessions or those disadvantaged in terms of access.

13. Lecturers are encouraged to use breakout rooms to foster student discussions.

14. The chat window is available to ask and respond to questions. It is important a lecturer checks this window constantly. Lecturers should also plan chat activities to foster a learner-centered environment.

15. It is prudent to inform the students that though technological tools are useful, in case a class is interrupted for whatever reason (technical hitches or hacking or zoom-bombing) the lecturer or administrator will immediately stop the class and a new one will be created within the eLearning link. Technical hitches are an opportunity for students to learn 21st Century digital skills necessary for real life work and social situations. Lecturers should therefore seize such opportunities to teach these skills to students. Whenever external interference is noted, the lecturer should ask for a log which has the identity of all individuals during the sessions and possible activities.

16. All Strathmore rules such as dress-code, decent language, minimum attendance rates, etc, remain effective and are applicable to online sessions.