**Technology FAQ’s**

**How will classes be taught this fall?**

The majority of courses will be taught using either of two online instruction models, hybrid or HyFlex.  The HyFlex model can transition to a third model, online instruction, if necessary.  The following descriptions are taken directly from B.J. Mandernach’s presentation, *Preparing for Flexible Course Delivery: Teaching Online or On Campus,* <https://innovativeeducators.wistia.com/medias/yceec9patc>.

Hybrid - Utilizes a combination of online and classroom activities; a significant portion of classroom time is replaced by online activities

HyFlex – Simultaneous online and in-person instruction; relies on complete delivery in both modes

**What learning management and meeting apps does the University support for teaching in a hybrid or HyFlex mode?**

The University supports Moodle and Microsoft Teams, both of which are FERPA compliant.

**What is the difference between Microsoft Teams and Moodle?**

Microsoft Teams is a collaboration and video conferencing tool. Its strength is its video conferencing function and collaborative tools. Moodle is a learning management system. Its video presentation tools is Big Blue Button (BBB). The University’s educational license with Microsoft 365 allows for unlimited use. The University’s contract with Moodle allows for up to three concurrent uses of BBB, above which the University pays a fee for each additional concurrent use. Faculty should use the BBB feature in Moodle when it better suites their course needs and practices.

**When should I use Microsoft Teams? When is BBB the better option?**

|  |  |
| --- | --- |
| BBB is the better option when …. | Teams is the better option when …. |
| * a course session is dominated by discussion in small breakout groups * content created in BBB from a previous session is being used | * streaming a lecture or presentation that includes slides, other apps, websites, and videos * planning a meeting with one or more students that is not recorded (e.g., office hours) * most of your students work from phones as opposed to laptops or pads |

**Will there be a reservation system for BBB?**

Not at this time. Faculty are encouraged to consider the strengths of BBB relative to their course needs. IT is able to assist faculty in this decision.

**Are Microsoft Teams and Moodle and BBB FERPA compliant?**

Both Teams and BBB are FERPA compliant. A statement is being prepared regarding FERPA compliance and the conditions under which recordings may be used to remain FERPA compliant.

**Is there a statement that I can use in my syllabus regarding FERPA compliance?**

Not currently, but as one is made available, it will be included.

**Is consent required to record a session using either Teams or BBB?**

Recording of videoconferencing sessions is controlled by the presenter in both Teams and BBB. Both systems notify viewers that the session is being recorded at the top of the screen when a recording is started. The conditions under which recordings may be used is limited to the course in which it is being made, a requirement to remain FERPA compliant. The conditions under which recordings are made and used are currently being assessed by the University. In addition, the University is determining whether parental consent is required for students under 18 and enrolled in the course in which recordings will be used.

**Is the University upgrading the videoconferencing capability of our classrooms?**

The University has purchased 60 Meeting OWL Pro cameras. Meeting OWL cameras provide a 360-deg view of the classroom with smart microphones that have audio pickup in an 18-ft radius or more of the camera. The cameras will be distributed to all classrooms used for teaching.