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Cc: [Hutter, Jeffrey W](#); [McCarthy, Charis Hagyard Anderson](#)
Subject: Academic Instruction Continuity Plan- Supplemental Information
Date: Thursday, March 12, 2020 9:40:16 PM
Attachments: [Training-Handout-for-Zoom.pdf](#)
[COVID-19 Alumni Medical Library Services GSDM 2020.03.09.pdf](#)

Dear Faculty, Staff, Residents, and Students,

The following provides supplemental information for academic-related contingency plans being taken in response to the COVID-19 issue, effective Monday, March 16, 2020, until Monday, April 13, 2020.

Lectures/Seminars: As previously indicated, course content and instruction will be moved online and, at the discretion of course directors, classes will either 1) meet remotely at their regularly scheduled times (using Zoom Meetings) or 2) have the prior year's video recordings posted on Blackboard. In either case, these will be considered as "synchronous" instruction; that is, as if the class was being conducted at its originally scheduled time. Students with questions about specific courses should contact the relevant course director(s) directly.

Remote Access (i.e., Zoom Meetings): Faculty have already received several messages from GSDM and the University regarding Zoom. Attached please find an additional step-by-step instruction sheet on how to access Zoom, for both faculty, residents, and students. This was provided courtesy of Mr. Daniel Hyacinthe, GSDM Manager of AV Services.

Alumni Medical Library Resources: Also attached is information on how the medical campus library plans to support GSDM students, residents, faculty, and staff during this period. This was provided courtesy of Ms. Mary Blanchard, Director of Alumni Medical Library.

Course Examinations: At this time, we very likely will conduct examinations remotely using ExamSoft. Early next week, students will be provided additional information for setting up the security parameters, including facial recognition, on their laptop computers (iPads cannot be used for this purpose). The intent is to maintain the original examination schedule as much as possible. Examinations that do not use ExamSoft will likely need to be postponed and rescheduled to a future date. Students with questions about specific courses should contact the relevant course director(s) directly.

Simulated Learning Center (SLC): These sessions will continue to meet in-person. Students and faculty are expected to attend as regularly scheduled. Any changes in summative examination dates will be at the discretion of the relevant course director.

Small-group Learning Activities: Small-group exercises, especially those that involve hands-on components (e.g., medical emergency simulations at BMC; preclinical implantology), will remain as originally scheduled to the extent possible. The University is allowing schools/colleges some

flexibility to ensure students remain on-track to completion as much as possible.

Additional Resources:

- University's Remote Teaching Readiness Plan (<http://www.bu.edu/provost/2020/03/09/remote-teaching-readiness-plan/>)
- Microphones
 - Jabra Speak 410 (\$130): <https://www.jabra.com/business/speakerphones/jabra-speak-series/jabra-speak-410#/>
 - Blue Yeti Nano (\$100): <https://www.bluedesigns.com/products/yeti-nano/>
 - Logitech USB Desktop Mic (\$64): <https://www.amazon.com/Logitech-Desktop-Microphone-Black-Silver/dp/B00009EHJV>
 - Samson Meteor Mic USB (\$50): <https://www.amazon.com/dp/B004MF39YS?tag=audiowebazon-20&linkCode=ogi&th=1&psc=1>
 - Blue Snowball iCE USB Mic (\$47): https://www.amazon.com/Blue-Snowball-Condenser-Microphone-Cardioid/dp/B014PYGTUQ/ref=sr_1_2?keywords=Blue+Snowball+iCE+USB&qid=1583423331&s=musical-instruments&sr=1-2

Sincerely,

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