MET L*f*A Guidelines

Discussed at MET Faculty Council on July 30 and endorsed by the Faculty Council on August 5.

Learn-from-Anywhere (L*f*A) is a course format that simultaneously provides face-to-face and online delivery modalities. It accommodates on campus and online student population at the same time, and has the ability to switch to fully online mode, if necessary.

L*f*A course requirements:

- Assignments, assessments and exams need to be accessible to all students in classes, typically in course Bb site unless there are course specific requirements that require third party software.
- All classes in LfA delivered programs need to meet within the scheduled time windows and to have equivalent of 60 contact hours.

- Additional guidelines:
  - Course schedule and study guide, script for preparation of lecture plan with embedded in-class exercises and polls, weekly discussion forums, quizzes, tutorials
  - Office hours: two one hour blocks at different times of the day to accommodate students in different time zones
  - Identifying various student groups, create appropriate rotations in the classroom with known classroom seating limit and the known number of students (anticipating adds/drops as well)
  - Initial requirements for single course websites and master website (needed for courses with multiple sections)
  - Real-time class performance assessment options: students' weekly performance, monitoring by the instructor and the teaching assistant (for larger classes), monitoring by the academic administrators

- Technology support:
  - Physical Classrooms: Support for MET 1010 teaching studios provided by MET IT. Classroom technology outside of 1010 will be supported by IS&T. A typical classroom will have a USB cable to connect to the room camera and microphone(s). Additional information and in-room training will be available mid-August
  - Online classrooms: Course-specific Zoom online classrooms integrated with Blackboard course sites. MET Zoom classrooms include a recording library and attendance tracking.
  - Blackboard LMS: All MET courses will have an integrated Blackboard/Zoom package that includes a course site with course online materials and links to course-specific online classrooms and activities. Course sites with no previous content will have a "model" site with placeholders for organizing online content and activities.

MET L*f*A Timeline

Friday, July 31, 2020 – MET L*f*A Guidelines adopted and L*f*A Coaches assigned to courses

Friday, Aug 7, 2020 – Program Directors/Coordinators discuss with the assigned L*f*A Coaches the action plan for the courses and instructors in their programs.

Friday, Aug 14, 2020 – Course Coordinators review with individual instructors (both part-time and full-time) the syllabi and the course L*f*A components and explain the communication protocol -- individual instructors contact Program Directors/Coordinators with any L*f*A related questions, who will, if necessary, put them in touch with their assigned LfA Coaches.

Friday, Aug 21, 2020 – Course websites created and syllabi posted. Email prepared to be sent to students with the course syllabi and poll about attendance plans. (*Template email provided by Dean's office*)

Friday, Aug 28, 2020 – Welcome message with syllabus sent to all students in L*f*A classes with instructions and explanation of the attendance protocol and rotations. Students are asked to respond by Monday, Aug 31, whether they will attend in-person or online. If they are not yet in Boston they should indicate expected date of arrival.

Monday, Aug 31, 2020—Instructors discuss and finalize student rotations with Course Coordinators, inform Program Directors, Chairs, and the Deans. (*Template email provided by Dean's office*)

Tuesday, September 1, 2020 – By noon all instructors send emails to students with instructions on how the classed will be split and who and when can attend the lectures on campus.

Wednesday September 2, 2020 – Classes begin

MET L*f*A Course Guidelines

The following elements represent the minimal requirements for MET courses offered in the LfA format. All MET courses will get integrated Blackboard/Zoom package.

Learning Activities and Resources	Options	Requirements	Support
On-campus or synchronous online activities (Zoom)			
Weekly Lectures	• 3 hrs in classroom with online streaming • Reduced in—person time in classroom supplemented by online components • 3 hrs remote online streaming live lecture with guided in-person discussions (example: for instructors with increased-risk according to the CDC guidelines, with workplace accommodations, as approved by the Dean)	**Required**	Bboard + Zoom package including Bb, online classrooms, recording library, online attendance tracking All 4-credit classes will need to have equivalent of 60 contact hours Faculty member who is present in the classroom will initiate an online meeting for remotely attending participants and start recording. Students in the classroom can also join the online session e.g. to participate in an online chat. Links for Guest speakers to join online will be distributed in an email to instructors before the start of the class. Moderator – available upon request (link) for classes with 20+ students and no TAs *The LfA Classroom Moderator is intended to facilitate remote student engagement via Zoom, assisting the faculty member to handle the simultaneous and remote modality. They are also expected to provide first-line support for classroom technology. They are not expected to provide any subject assistants during the class.*

Weekly Office Hours	2 (1+1) hours instructor + 2 (1+1) hours TA/TF/F – remote online streaming	**Required**	Strongly encouraged to hold office hours and all meeting online in the course-specific online classroom. In person office hours should be limited and must be scheduled in advance in a conference room to assure appropriate distancing.
Advising & orientation sessions	Department/Program Community Webinars/Talks Include guest speakers	**Recommended**	Meet online in the course-specific online classroom. Online meetings for program-wide, department-wide and cross-course sessions will be setup on request.
In-class online polls	Instant student feedback	**Recommended**	Instructor prepares poll questions in advance and submits them to metit@bu.edu. Polls will be available in the online classroom.
Live student presentations	Presented during the scheduled weekly lectures (see also pre-recorded presentations below)	**Recommended**	Presented in the classroom or remotely, possibly in groups.
Zoom Breakout Rooms	Ad-hoc breakout rooms in online classrooms	**Recommended**	This Zoom feature is enabled by default. See instructions and demo here.
Asynchronous online components (Blackboard)			
Syllabus, course calendar, Teaching Team bios	PDF file	**Required**	Instructor will prepare a PDF file and upload it (instructions) before making the course site available to students. The syllabus should include a paragraph about compliance with health safety expectations on campus. ETI will assist if requested.
Weekly Announcements from Instructor	Include time-sensitive information (scheduling changes, updated materials, due dates) and weekly progress updates and recommendations. Important to strengthen class Cohesion.	**Recommended**	Instructor will create announcements in Blackboard (instructions)
Copy of course materials from a previous/master course site	Course sites with no previous content will receive a model site with Zoom integration and placeholders for	**Recommended (if available)**	ETI will copy content from a previous site on request or create a MET "model" site.

	organizing online content and activities.		To maintain consistency across course sections in larger courses, and to prepare for future offerings of the course, faculty is encouraged to maintain a "master" course site. Course coordinators, area coordinators and coaches will provide additional guidance.
Weekly course folders	Placeholders to organize course content by week.	**Recommended**	Link to instructions on adding materials to folders. *Note: Discussions, Assessments and Assignments are not included in weekly course folders.*
Lecture Notes (slides) and other learning materials	PDF, Word, other files, organized in weekly folders	**Required**	Instructor will upload to weekly folders (instructions)
Lecture Recordings	Real-time recording of Zoom online classrooms (or office hours if appropriate)	**Required**	Guest speaker links will be distributed in an email to instructors before the start of the class.
Prepared video clips (topic introductions, tutorials, demonstrations, commentaries, panels, external resources)	1) Standard media files pre-loaded into MyMedia. 2) Temporary recordings for the current semester in Zoom recording library 3) Links to external video content	**Recommended**	Instructor will add pre-recorded video clips and/or previous class recordings to the course site if available/desired. No extra preparation necessary if using Zoom for recording. External links can be added to announcements or discussions. Please contact metit@bu.edu for help with creating recordings. Instructions for: • Adding Recordings to My Media • Embedding My Media in Blackboard
Assignments	PDF files posted in Bboard; students upload work files for grading	**Required**	Link to instructions on creating assignments. Contact ETI for assistance.
Assessments: quizzes, exams	Blackboard online quizzes with automatic grading/feedback option	**Recommended**	• Individualized, randomized questions; • Multiple choice answers with brief written justification; • Synchronous exam review with oral explanations;

			• Proctored option only if needed for certification (requires Dean's approval); ETI will add a practice test to each site and provide a template for developing a quiz. Instructor can develop quiz questions and deploy to the course site ([instructions](#)) or submit to ETI for deploying.
Virtual Labs	• Synchronous, incorporated in lectures • Asynchronous, assignments, hands-on	**Optional**	Existing open labs, or built on request by MET IT
Discussion Forums	Maintain an off-line dialog with students on specific topics.	**Strongly Recommended**	Instructor defines the topics and adds them to discussion area. • [Instructions creating a Forum](#) • [Instructions creating a Thread](#)

* Note: Blackboard content can be rolled over and made available for future courses.

Additional activities			
Student Groups	Students work and meet online in groups	**Recommended**	ETI will setup Blackboard groups with integrated Zoom meeting rooms on request. Instructor will assign students to groups ([instructions](#)).
Pre-recorded Project Presentations (see also Live Student Presentations above)	Students pre-record presentations offline and make them available in MyMedia	**Optional**	MyMedia recording instructions: • [Adding video to My Media](#) • [Adding My Media video to Blackboard](#)
In-class online polls for instant feedback	Students joining over Zoom respond to prepared questions	**Optional**	Instructor provides questions that can be asked any time in a Zoom session. ETI/MET IT make deploys questions in online classrooms for future use.

This document is coordinated with the following MET LfA support resources:

- MET Learn from Anywhere Faculty Resources https://www.bu.edu/met/for-faculty-staff/lfa/.
- MET L*f*A coaching team, course and program/area coordinators
- Technology support services (MET ETI, MET IT, IS&T) tickets to metit@bu.edu
- MET L*f*A regular training sessions
- Instructions, examples and Q&A at MET Faculty Support site
- MET L*f*A model site (work in progress)