

CLASSROOM MANAGEMENT GUIDANCE



The Mount Safe Initiative seeks to safeguard the health and well-being of all members of the Mount community during the COVID-19 crisis while fostering student success. Our policies and procedures will be updated as our knowledge about and understanding of the virus evolves.

GENERAL TECHNOLOGY SUGGESTIONS

- Faculty may request that remote students turn on video but they may not require it. The exception to this policy is the proctoring of exams. Faculty may require video to be on during the proctoring of exams. We suggest including the “video on” requirement for exams in the syllabus. Student participation can also be encouraged by suggesting students unmute their microphone, participate in polls, post in the chat, etc.
- If students are apprehensive/concerned regarding technology, “pre-class” could be arranged to orient them. In addition, CIDD has an orientation to Canvas video that will be pushed out to all students through a global announcement in Canvas, and we have posted resources on the Help menu in Canvas, labeled “Students FAQs.”
- Encourage strategies for dealing with technology issues, failures and interruptions. Explain to students that these issues will happen (and perhaps even to the facilitator) and it’s perfectly fine. For example, suggest they calmly rejoin Zoom if they lose connectivity during class.
- Demonstrate that students can use the Zoom chat to message faculty privately if any issues or concerns arise (e.g., feeling anxious, need to leave early, etc).
- Provide suggestions for behavior during video conferences that includes what is acceptable and what is not (e.g., don’t do anything that you wouldn’t do in a physical group meeting). For additional suggestions, refer students to the Netiquette policy in Canvas.

BACK-UP PLAN

- Always have a back-up plan for a class session that involves technology. There will be times when you might have technology issues.
- One way to mitigate the problems associated with technology failure is to consistently plan multiple pathways for students to participate, show their learning, and to engage in discussions.
- If technology problems arise, contact ITSC immediately at 301-447-5805.

FACE COVERINGS

According to the Student Code of Conduct, face coverings must be worn in classrooms at all times.

Below are suggestions for managing students who do not have a face covering or refuse to wear a face covering. Please note, it is strongly recommended that all face covering infractions be reported to the Associate Provost and Dean of Students.

- If a student is not wearing a mask, ask the student to mask up.
- If a student does not have a mask, offer a mask.
- If a student refuses a mask, the professor can ask the student to leave the class and remote in for the remainder of that class.
- If the professor finds it necessary to further de-escalate the situation, the professor can dismiss the class with the option to continue the class remotely.
- Report the student and circumstances to the Associate Provost and Dean of Students.
- Disposition regarding the student's infraction will be communicated to the professor.

GROUPING

- To meet physical distancing requirements, most classes will need to be divided into two groups (Blue and Gold) alphabetically. In addition, there will likely be the need for minor adjustments to the groups based on information provided by the Associate Provost and Learning Services. This information may include students who are remote for the semester, commuters, and/or students with accommodations from Learning Services. On any given day, one group of students will be face to face (Blue) while the other half are remote (Gold). The groups then flip for the following class session.
- For example, we have a high number of commuters. To minimize their time on campus, we are putting them into two groups: M/T and W/Th. We will divide these students by class, with 50% of freshman commuters on M/T and 50% on W/Th, etc.
- MWF Classes will work as follows: Commuters will not attend in person on Fridays. On-campus students will alternate Fridays.

CLASSROOMS

- No furniture will be moved out of classrooms.
- Seats will be decommissioned based on physical distancing maximums. Red dots will be placed on decommissioned chairs. Students should not sit in red dot chairs.
- Remaining chairs will be numbered based on physical distancing maximums. The

numbering on chairs will match the physical distance signage on the door of each classroom.

- Students should sit in numbered chairs.
- Professors are strongly encouraged to maintain proper physical distancing in the classroom. To this end, a “professor zone” is taped off in the front of each classroom. This zone is approximately six feet from the first row of students.
- Two physical distancing mats will be placed at the front of each classroom as a visual reminder of the six feet required for safe interactions.
- Depending upon the size of the classroom and the number of students in the class, small group work might be possible if chairs can be moved to create physically distanced circles.
- The “professor zone” is meant to be a physical distancing guide. Once again, depending upon the size of the classroom and number of students, the professor can check in with students and/or groups while maintaining physical distance.

TOOLS, MANIPULATIVES, EQUIPMENT AND COPIES

- Sharing books, tools, manipulatives, equipment or the distribution of handouts is discouraged. Handouts can be stored in Canvas for easy access. When there is a need to handle/share books, tools, manipulatives or equipment, it is recommended that the professor and students be gloved. Department chairs can order gloves when necessary.
- All scanned documents must be a clean copy (no highlights, side notes, off-centered alignment or images) in order to effectively support the use of a screen readers for students with accommodations.

DISCUSSION/PARTICIPATION

- It is important to plan for maximum engagement of all students. Using a roster to invite students into discussions or answer questions can help ensure that face-to-face students and those Zooming in have equal opportunities to participate, ask questions, etc.
- Professors might also use a discussion board, polling, Near Pod or Padlet to encourage collaboration.
- Be open to feedback from students regarding the effectiveness of your instructional plan. Ask periodically if the methods being used are working for students. If not, ask how your plan might be adjusted.

GLASS WHITE BOARDS

- In order to ensure glass white board content can be seen by all (students face to face and those in Zoom), please use only black Expos markers. Any other color cannot be seen via Zoom.

LAPTOPS

- Student having access to consistent and reliable technology is critical during this blended synchronous learning environment. Therefore, it is recommended that faculty remind students early and often that ITSC provides laptop support if issues arise and that the Mount has a loaner laptop program when more serious laptop failures occur.

OFFICE HOURS

- Face-to-face office hours are discouraged unless meetings can be held in a large indoor/outdoor space in order to maintain physical distancing.
- Faculty are encouraged to hold virtual office hours using Collaboration in Canvas and/or Zoom.

MAXIMUM OCCUPANCY

- Please note, maximum occupancy in classrooms is maximum student occupancy. The number does not include faculty. The maximum reflects the total number of students permitted in a classroom based on the physical distancing of seats. Physical distance protocols for the classroom remain intact based on the “professor zone” in the front of the classroom.