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## **ADA Compliance: Asynchronous Video Content**

To be ADA compliant, all videos offered for courses **must** contain transcripts. Video recorded on the USC Price Zoom after **August 9<sup>th</sup>** will include a transcription of the audio, which students can review after the session in conjunction with the video. USC Zoom has always had this function.

However, any **asynchronous** content **not recorded through Zoom or missing the transcript** should be sent to the Office of Online Education and Digital Media so that it can be transcribed. Please email [oedm@price.usc.edu](mailto:oedm@price.usc.edu) with a link to where your content can be found (e.g., Dropbox, Box, Google Drive, etc.). Most media will be transcribed within 24 hours.

## **Free Microphones for Price Faculty**

In an online environment, most students will forgive lousy video or technical issues arising from connectivity. However, audio quality is **imperative**. Without good audio, not only will students be unable to hear the material, but many students listen to the lectures in podcast form. Furthermore, international students tend to rely on good audio and being able to re-watch at later dates due to English not being their primary language.

To ensure the highest possible audio for your classes (both asynchronous and synchronous) – Price will offer a choice of microphones to all faculty who are teaching in the fall free of charge. These microphones can be shipped wherever is most convenient.

Three options are available:

- [Wired Lavalier \(Lapel\) Mic](#)
- [Wireless Lavalier \(Lapel Mic\)](#)
- [Wired Headset/Microphone Combo](#)

Due to current fiscal year constraints, **please do not request one** if you already have a working headset or microphone. To order one, fill out the [Faculty Microphone Request Form](#).

## **Recording Online Classes**

Recording of all classes is **required**. To make recording classes and managing Zoom rooms easier, ITS has integrated Zoom into **every** Blackboard course.

When Zoom is launched from **within** Blackboard, the course is **automatically** recorded. There is also no need to send students the meeting or recording URL as they can access both from within Blackboard. Instructions [can be located here](#).

For faculty who choose not to launch Zoom from Blackboard, please be aware of two things:

- 1) [USC Zoom](#) – When recording on USC’s Zoom instance, recordings can **only** be viewed by someone who has an @usc.edu account. USC’s Zoom requires Duo-Authentication. You will need to find the recording URL and paste it into Blackboard. A short video [demonstrating that can be found here](#).
- 2) [USC Price Zoom](#) – When recording on USC Price’s Zoom instance, recordings can be viewed by anyone. However, just like USC Zoom, you’ll need to find the recording URL and paste it into Blackboard.

**REQUIRED:** If you are using Option 1 or Option 2, **only** share your recordings on Blackboard. Do NOT email them to your students as this ensures the content is only viewed from within Blackboard.

**Student Etiquette** – Price has created [a short video illustrating Zoom etiquette](#). We **highly recommend** that you assign this to students to watch asynchronously and before the first day of class.

**Student Resources** – USC has created several resources that students can avail themselves of during this year.

[We are SC](#) – This will replace the USC Coronavirus site over time and has resources and information unique for this semester, including FAQs, [COVID-19 testing](#), Student Health, [Mental Health](#), Housing and Dining, Community Guidelines, Trojan Learn and Check (both required before returning to campus), International FAQs, etc.

[USC Experience](#) – This will become USC’s interactive quad for the semester, including events and unique online experiences.

[USC Price TLC Fund](#) – Established to provide temporary assistance to students in emergency situations. Students will be notified about the application process and upcoming deadlines through the student listservs. Contact [Krystle Zhang](#) for more information.

[USC Student Basic Needs](#) – A site for students to request assistance for basic needs from USC, including [food insecurity](#), [housing](#), [financial aid](#), and [technology](#), which can include a **Hotspot** (for internet access) and a loaner laptop.

[USC Keep Teaching Student Toolkit](#) – Includes tools and resources to help students learn, collaborate, communicate, and participate in the online learning environment, including Zoom, Slack, and Google Drive.

**DSP Guidelines** – If you have any students who require accommodations, you will get an email from the DSP office. USC will pay [for captioning video clips](#) and often will ensure the student has access to **live captions** (not just after the fact transcriptions). If you have questions in ensuring this is set up correctly, email [odedm@price.usc.edu](mailto:odedm@price.usc.edu).

### **Available Software**

All Price students/faculty have access to Grammarly and VoiceThread for the 2020 Academic Year.

**Grammarly** – Students can sign up for Grammarly by accessing the [Grammarly License Request Form](#). Faculty can email [odedm@price.usc.edu](mailto:odedm@price.usc.edu).

**VoiceThread** – Instructions for faculty [are located here](#) or by [watching this short video](#).

### **Online Teaching: Pedagogy**

CET maintains a website on Pedagogy, which includes in-depth training and tutorials. These can be [accessed on CET's website](#).

### **Camera / Virtual Backgrounds**

Encouraging students to use a Virtual Background can help those who may not be comfortable with keeping their camera on. USC and Price themed Zoom backgrounds [can be found here](#), and instructions on how to use are included.

### **Teaching Website**

The Office of Online Education and Digital Media is in the process of creating a website that will have all available faculty resources in one place, including Yammer, strategy documents, presentations, and videos. The URL will be <https://priceschool.usc.edu/teaching>

An announcement will be sent to all faculty on or before 8/14/2020. In the interim, here are four useful resources:

[Price Faculty Teaching Forum \(Yammer\)](#)

Free Access to [The Hallway](#) - The Hallway is an online library of high-quality, faculty-reviewed teaching cases and resources housed at the Evans School of Public Policy & Governance. It provides educators who teach public administration, public policy, and related subjects with a continually growing database of teaching cases, curriculum materials and teaching notes, videos of select cases prepared by experienced teachers, and classroom instruction in case teaching and writing. To obtain access, please email [oedm@price.usc.edu](mailto:oedm@price.usc.edu).

[USC Keep Teaching Digital Toolkit for Faculty](#) – Similar to the student toolkit, this guide is to help you identify and complete the most important tasks to prepare you for online and hybrid instruction.

[Office of Online Education and Digital Media YouTube Channel](#) - dedicated explicitly to **SHORT** training videos for Blackboard, Turnitin, Zoom, and software tools such as VoiceThread. The Price video team mainly creates these videos. Current titles include:

#### **Blackboard/Turnitin**

1. [Embedding a Video](#)
2. [Grading Turnitin Assignments \(from ITS\)](#)
3. [Creating a New Assignment and Rubric](#)

#### **Other Software**

[VoiceThread: Price Account Signup](#)  
[Yammer: How To Access](#)

#### **Zoom**

1. [Setting up a New Meeting](#)
2. [Zoom Etiquette: Tips for Students](#)
3. [Showing a Video in Class](#)
4. [Finding, Trimming and Sending Recording URLs](#)
5. [Breakout Rooms](#)