

## Fall 2021 Course Planning Checklist

### 1. Room Technology

- RGL 101 and all 2nd-floor classrooms are in the process of being upgraded and will hopefully be ready by the time classes start. They will be based on the Zoom-enabled [general-purpose classrooms](#) but with **enhanced functionality and dual display capability**. Training and support, in partnership with the Price IT department, will be available upon completion. We will provide updates as we get closer to the start of classes.
- ITS provides training for the general-purpose Zoom-enabled classrooms for both [in-person instruction](#) and [hybrid instruction](#). Faculty can also [sign up for in-person training](#) on how to use the general-purpose classrooms. We recommend all Faculty attend the training or watch the videos, especially considering the similarities they will share with Price classrooms.

### 2. Publish Your Blackboard Courses and Recording Lectures

- Please remember to [publish/make your course available](#) once your build is complete so students can access it. The default is **unavailable**, and **students will only see published courses**.
- **You are encouraged to record lectures so that you can use them in case of student illness.** This is an easy way to stay prepared in case of a COVID outbreak. All RGL and general-purpose classrooms can record lectures through [Zoom Rooms](#) or [Zoom meetings](#). Remember to choose 'Record to the Cloud' if given the option.

### 3. Save Zoom Recordings from Prior Classes

- We encourage you to save recordings from last year in case you want to re-use them at some point. **To save your recordings from last year and to prevent them from auto-deleting**, please follow the instructions in [this short video that we have created](#) for each recording(s) you want to keep. If you have any questions about the process, please email [oedm@price.usc.edu](mailto:oedm@price.usc.edu).

### 4. Instructional Design Help

- As you finalize your classes and course builds on Blackboard, please remember that the Office of Online Education and Digital Media (OEDM) has a new Instructional Design team ready to help you. You can submit instructional design requests on the [new Instructional Design Request Form](#).
- [The request form](#) will allow our instructional design team to respond timely to all questions related to instructional design, including e-learning pedagogies, how to develop interactive course tools, and other important topics related to online instruction.

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### 5. Zoom Links in Blackboard

- When you conduct synchronous sessions on Zoom, we advise you to **use the Zoom links through Blackboard** so that the recording is turned on and made available to students automatically. If you don't do it this way, **please remember to record your class and post the recordings back to Blackboard** for student reference.
- Zoom course links should be inserted **automatically** into Blackboard by ITS no later than a week before the start of your class. If your links are not inserted by that point, or you would prefer to set them up yourself, please [watch this video](#) for step-by-step instructions. For additional help, please reach out to us through [the Instructional Design Request Form](#).

### 6. Faculty Resources

- The [Teaching @ Price website](#) is an excellent resource for Price faculty and is updated throughout the year.
- [The USC Keep Teaching website](#) is a CET maintained site with tips and materials to help you carry out online and hybrid instruction.
- ITS Blackboard experts Jason Dove and Paula Miranda offer 50-minute, one-on-one Blackboard consultations to answer your questions. Please visit the [Blackboard consultation calendar](#) to book your appointment today!

### 7. Student Resources

- If students have technical issues, please refer them to the [USC ITS Student Services page](#).
- There is [a comprehensive list of all resources available to students](#) enrolled at Price.
- **Please consider including the USC Price Student Resources page link in your syllabi** for easy student access.

### 8. Preventing Copyright Infringement

- Students often share materials in a collaborative effort to study. Course materials have been found on sharing sites such as [Course Hero](#) and [Chegg](#).
- Students may be sharing materials, such as exam questions, that could foster plagiarism or infringe on an instructor's intellectual property. Petitioning to remove items from these sites is extremely difficult.
- To prevent the infringement of intellectual property, **we encourage you to include in a header or a footer on all copyrighted materials:** "This content is protected and may not be shared, uploaded, or distributed." Site algorithms will

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usually deny content containing this statement and significantly strengthen your case for removal if the site accepts them.

- Faculty should also include the intellectual property policy in their syllabi—**remind students that USC policy prohibits the distribution of course materials outside of the learning environment (SCampus Part B § 11).**
- If you find your course material on one of these sites and want it removed, locate the copyright infringement form for the site in question. Cases for removal submitted by the copyright holder have the best chance for removal.