NOTIFICATION

GUIDELINES FOR COURSE INSTRUCTION IN RESPONSE TO COVID-19

PREAMBLE

In wake of the COVID-19 pandemic, the ongoing university closure is extended up to 31 May 2020. The period of closure will be considered as summer vacations. If the situation normalizes by the date, the conventional face-to-face teaching will resume from 1 June 2020 and the Spring Semester will be completed as per the revised Academic Calendar which will be issued separately.

However, if the situation does not improve, the closure may be extended beyond 31 May 2020. In that case, the university must switch to online teaching by 1 June 2020 to ensure completion of the Spring Semester by mid-August 2020.

GUIDELINES

The following guidelines will be followed to achieve University readiness to move its classes online with effect from 1 June 2020:

1. In the next two months, i.e. April and May, the University will prepare for switching to online teaching from 1 June 2010 in an eventuality of the extended closure of the university.

2. The switch to online teaching will be in two phases as follows:

    i.   In the first phase, the teaching material of the taught courses will be uploaded on the University website, which may then be downloaded and studied by the students in their own time.

    ii. In the second phase, a Learning Management System (LMS) will be configured for content delivery, teaching, and assessment. Certain requirements are to be met before the LMS may be operationalized. This includes students' contact information, internet connectivity at both ends i.e. faculty and students, and training for all the users.

3. The phased implementation will be carried out in the following manner:

    i.   Phase – 1: Uploading Teaching Material on the University Website

        a. The University Website is readied for uploading the Teaching Material by the CITS team.

        b. Teaching Material will be uploaded by the concerned faculty members under the supervision of the Heads of Departments with the assistance of the departmental website Focal Persons who have the login credentials for the departmental webpage. **Appendix-A 'A Step-by-Step Guide on How to Upload Teaching Material on the University Website'** is prepared to assist the faculty in uploading resources. It is expected that the Teaching Material will be uploaded by 7 April 2020.

        c. A list of possible types of **Teaching Material** that may be uploaded is given in **Appendix-B**

d. Faculty, if find it feasible, may additionally share their Teaching Material with students through Google Classroom at **http://classroom.google.com/,** a useful tool for the purpose.

ii. Phase – 2: Using Learning Management System (LMS):

a. The LMS will be selected by the University in consultation with the HEC Technical Support Committee.

b. The selected LMS will be deployed by the University. It is expected that the system will be ready for testing by the April end.

c. In the meantime, the Head of Departments with the assistance of the faculty will inform students to submit their responses through the prescribed google form at **https://docs.google.com/forms/d/e/1FAIpQLSfw9W5vQU1rfDcBwrVZZPYwtERwm wFotMEuprI2jiVC1Lsl0w/viewform?usp=sf_link** by 10 April 2020.

d. Video Tutorials and other training material for the LMS will be provided by the University's E-Learning Team (UoP-ELT). Where required, the online meetings will be convened to facilitate the learning.

4. A brief about online teaching platforms, both asynchronous and synchronous, is attached as **Appendix-C** for faculty information. Especially, faculty are requested to check COURSERA at **https://www.coursera.org**. COURSERA is an online course provider from top universities like Yale, Michigan, Stanford, and leading companies like Google and IBM. COURSERA is offering over 4000 online courses for free to universities worldwide during the Coronavirus crises. For details of free access to COURSERA contact **cits@uop.edu.pk**.

These guidelines are notified with the approval of the Competent Authority.

--Sd/--
Assistant Registrar (Acad:)

No**. 1693 – 1710 /**Acad-I of even date
Copy through email for information and necessary action to:
1. The Deans of Faculties
2. The Heads of Teaching Departments/Centres/Academy
3. All Sectional Heads
4. Prof. Dr. Shah Khusro, Chairman Department of Computer Science/Convener E-Learning Team with the request to ensure the LMS readiness for testing by the end of April 2020
5. The Director, Undergraduate Studies with the request to plan the revised Academic Calendar for the Spring Semester 2020 considering guidelines
6. The Deputy Manager, CITS
7. PS to the Vice-Chancellor
8. PS to the Registrar

--Sd/--
Assistant Registrar (Acad:)

Every departmental focal person is given Login access to their departmental webpage. Incase if a department does not have their login credentials, please drop an email on **jawad@uop.edu.pk**. We will provide the credentials on an urgent basis.

Steps for Uploading the Teaching Material
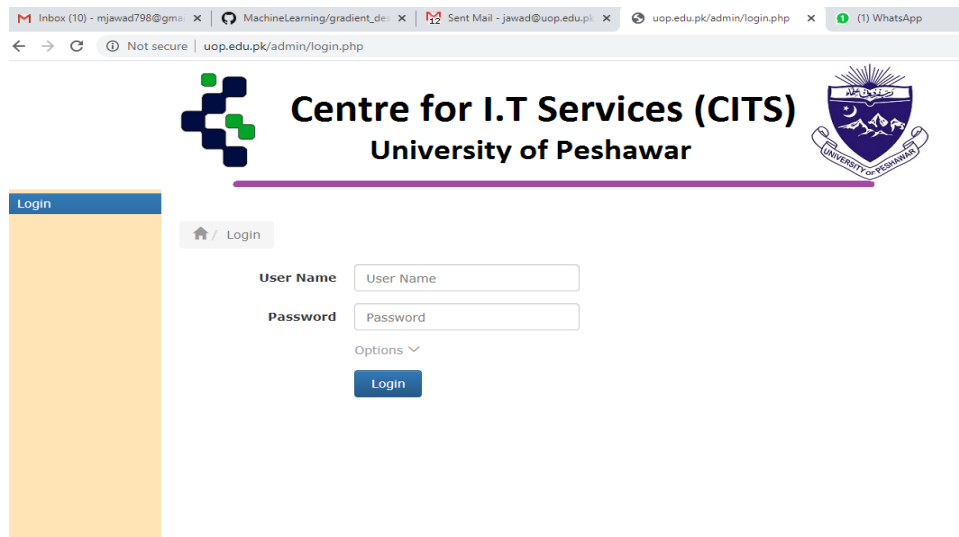
Step # 1 [Accessing the Admin Portal]:

Go to Below URL through any web browser (i.e. Chrome/ Safari/ Internet Explorer):

www.uop.edu.pk/admin

OR

http://172.16.102.9

[In case you are on-campus network or Using VPN] below screen will be shown:

Step # 2 [Login to Admin Portal]:

Enter the Login credentials i.e. Username and Password provided to you by Center for IT Services. Once you logged in, below page will be appeared:
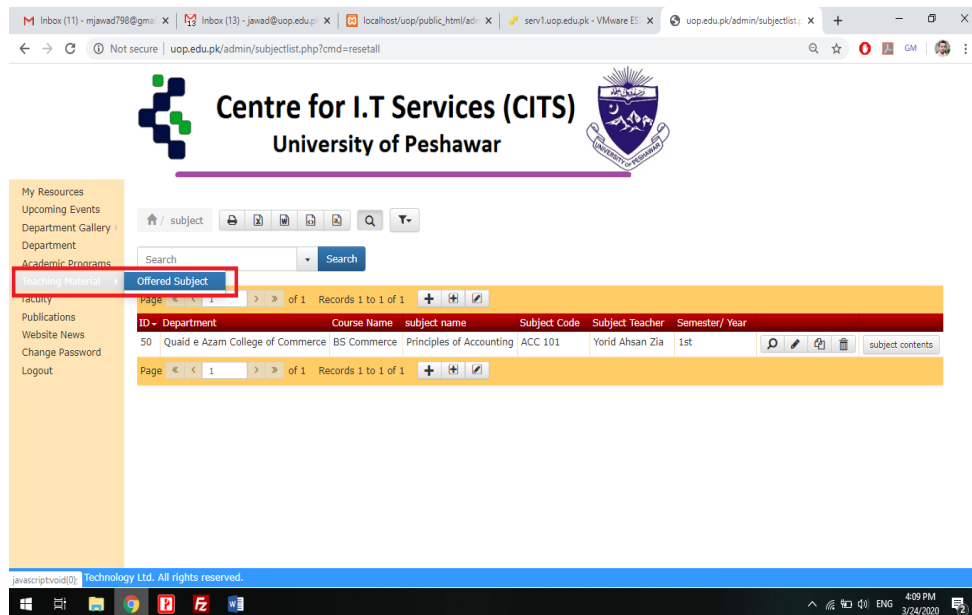

Step # 3 [Viewing the Subjects offered]:

Click on **"Teaching Material"** and then Click on **"Offered Subject"** as Shown below:

Once clicked, the following screen will be displayed:

In-case, you already have entered the offered subjects, it will be shown here. In the above picture, we can see that only 1 subject is currently added by QACC.

Step # 4 [Add Subjects offered]:

To add a subject, there are two options:

1. "Add" → If you want to add subjects one by one.
2. "Grid ADD" → If you want to add multiple subjects at a time.
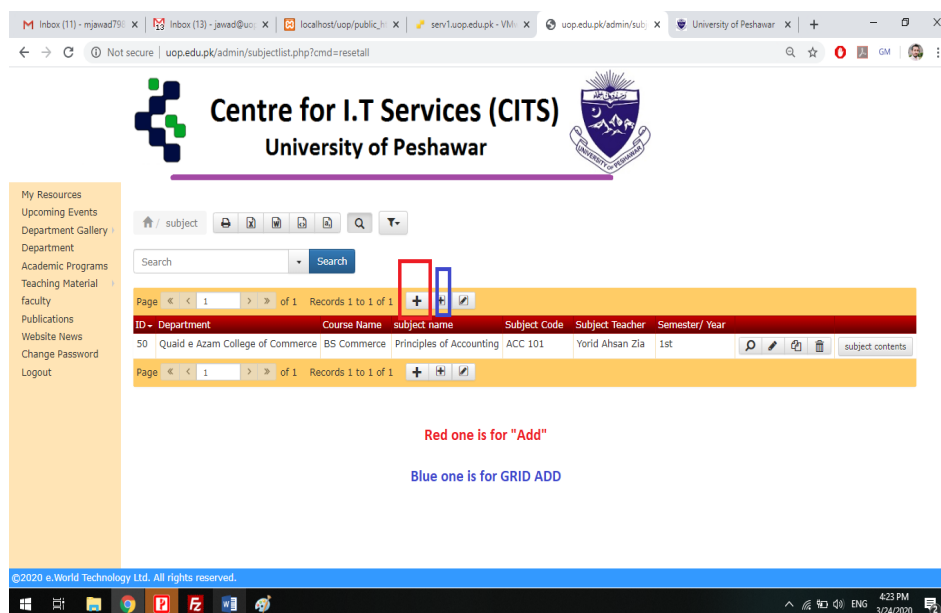
Suppose I am Adding a Single Subject:

- After clicking on "Add", please enter below information

1. Department → Select Your department
2. Course Name → Select Course from dropdown offered by your Department. [In case if a course is not mentioned in this list then first go to "Academic Programs" in the left menu and add course first.
3. Subject Code → Enter the Subject Code
4. Subject Teacher → Enter Teacher Name
5. Semester/ Year → Select Semester/ Year from the dropdown list
6. Content Folder URL → If a teacher wants to upload his/ her lecture on some cloud storage i.e. Google Drive/ One Drive, he/ she can place the URL of that folder here. The URL will be shown on the website and the visitor can easily go to that folder.

   [It is recommended to add contents on Cloud storage i.e. google drive, OneDrive and share the URL here. If you follow this, no need to follow Step # 5. Cloud Storage Folder Creation method is added at the end of this document]

Click on **ADD** once you fill the form.

Step # 5 [Adding Contents in Each Subject]:

Once you add the subject, you can add the contents by clicking on **"Subject Contents"** shown at right against the subject name **as shown below:**
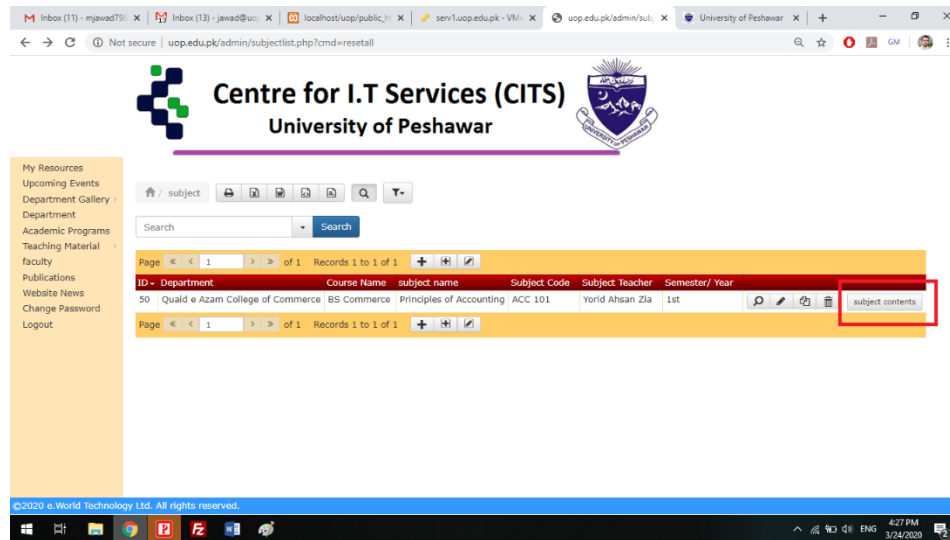
Once clicked, below page will be shown:
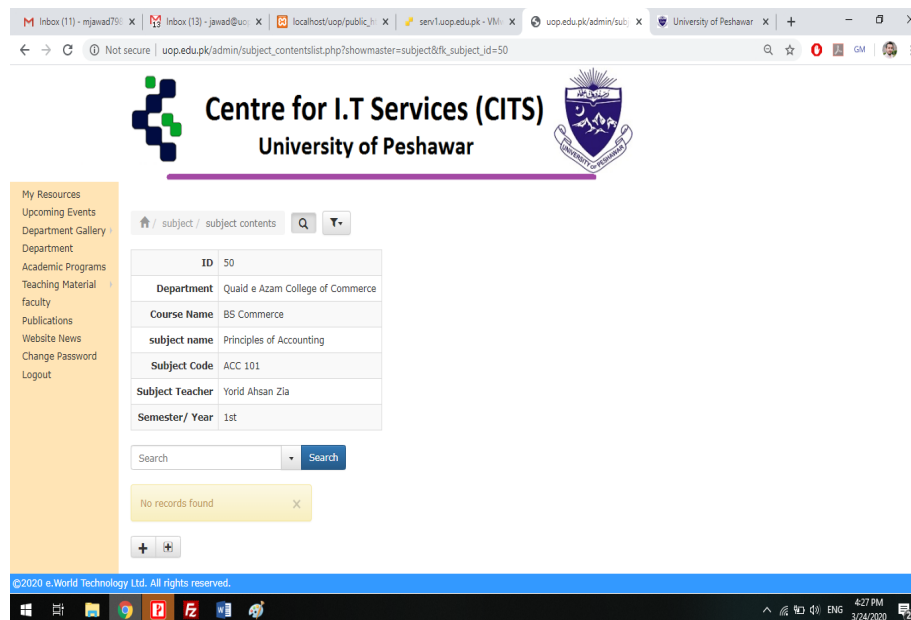
Click on "Add" or "Grid Add". Here I am clicking on "Grid Add" to Add multiple lectures/ contents at once as shown below:
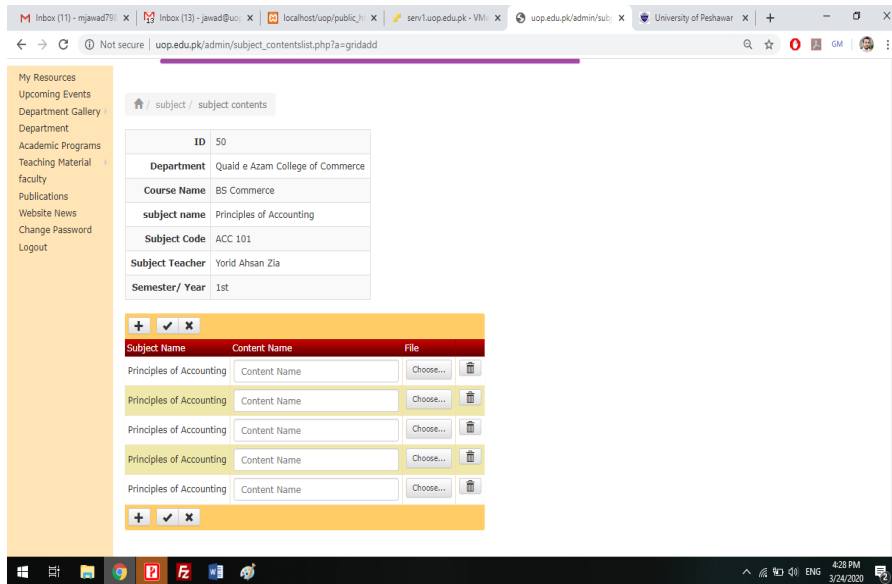
By default you can add 5 contents at a time, if you need to add more contents in one-go you can add blank Rows by clicking "+".

Enter Content Name i.e. Lecture 1, and choose the file as shown below:
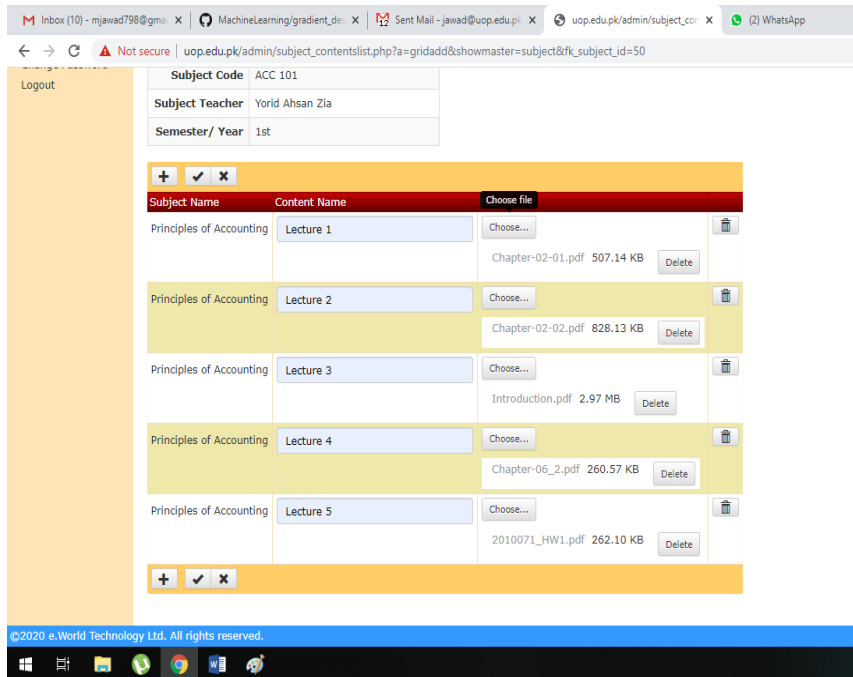
Once you add the subject contents and files, click on the "Tick" option below to submit. Once done, it will show like below:

Search	▼	Search

Page « ‹ 1 › » of 1	Records 1 to 14 of 14	✚ ⊞ ✎

ID ▾	Subject Name	Content Name	File				
190	Data Structures and Algorithm Analysis	Lecture 14	Data Structures 14 Bubble Sort and Selection Sort.pdf	🔍	✎	⧉	🗑
189	Data Structures and Algorithm Analysis	Lecture 13	Data Structures 13 Insertion Sort and Analysis.pdf	🔍	✎	⧉	🗑
188	Data Structures and Algorithm Analysis	Lecture 12	Data Structures 12 Asymptotic Notations.pdf	🔍	✎	⧉	🗑
187	Data Structures and Algorithm Analysis	Lecture 11	Data Structures 11 Introduction Algorithm Analysis.pdf	🔍	✎	⧉	🗑
186	Data Structures and Algorithm Analysis	Lecture 10	Data Structures 10 Introduction Algorithm Analysis.pdf	🔍	✎	⧉	🗑
185	Data Structures and Algorithm Analysis	Lecture 9	Data Structures 9 Queue - LinkedList.pdf	🔍	✎	⧉	🗑
184	Data Structures and Algorithm Analysis	Lecture 8	Data Structures 8 Queue UPDATED.pdf	🔍	✎	⧉	🗑
183	Data Structures and Algorithm Analysis	Lecture 7	Data Structures 7 Stack Linked List and Application.pdf	🔍	✎	⧉	🗑
182	Data Structures and Algorithm Analysis	Lecture 6	Data Structures 6 Stack.pdf	🔍	✎	⧉	🗑
181	Data Structures and Algorithm Analysis	Lecture 5	Data Structures 5 Doubly Linked List.pdf	🔍	✎	⧉	🗑
180	Data Structures and Algorithm Analysis	Lecture 4	Data Structures 4 Linked List.pdf	🔍	✎	⧉	🗑
179	Data Structures and Algorithm Analysis	Lecture 3	Data Structures 3 Linked List.pdf	🔍	✎	⧉	🗑
178	Data Structures and Algorithm Analysis	Lecture 2	Data Structures 2 Character Representation and Array.pdf	🔍	✎	⧉	🗑
177	Data Structures and Algorithm Analysis	Lecture 1	Data Structures 1 Introduction Interger Real Numbers.pdf	🔍	✎	⧉	🗑

Page « ‹ 1 › » of 1	Records 1 to 14 of 14	✚ ⊞ ✎

On the frontend of the University website, these contents will be shown like below:

Subject Name: **Data Structures and Algorithm Analysis** (Paper 2)
Teacher Name: **Dr Syed Asim Jalal**
Semester/ Year: **Previous**
Lecture 1, Lecture 2, Lecture 3, Lecture 4, Lecture 5, Lecture 6, Lecture 7,
Lecture 8, Lecture 9, Lecture 10, Lecture 11, Lecture 12, Lecture 13, Lecture 14,

Incase if a faculty member wants to upload Contents on Some cloud storage and want to share the link in STEP # 4

Go to drive.google.com Or if you are already logged in to Gmail, just click on SQUARE Option available at the top right as shown below:
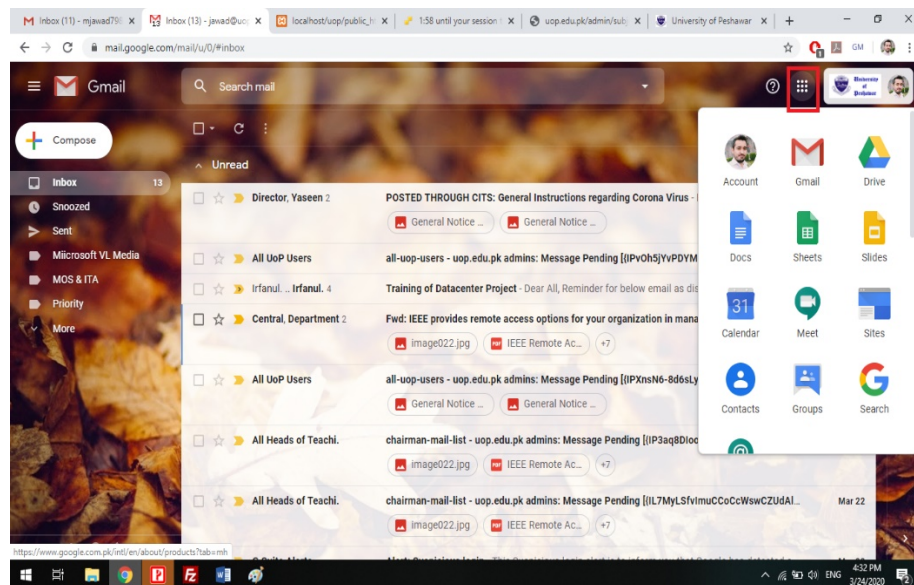
Then click on "Drive", a new window will be opened as shown below:
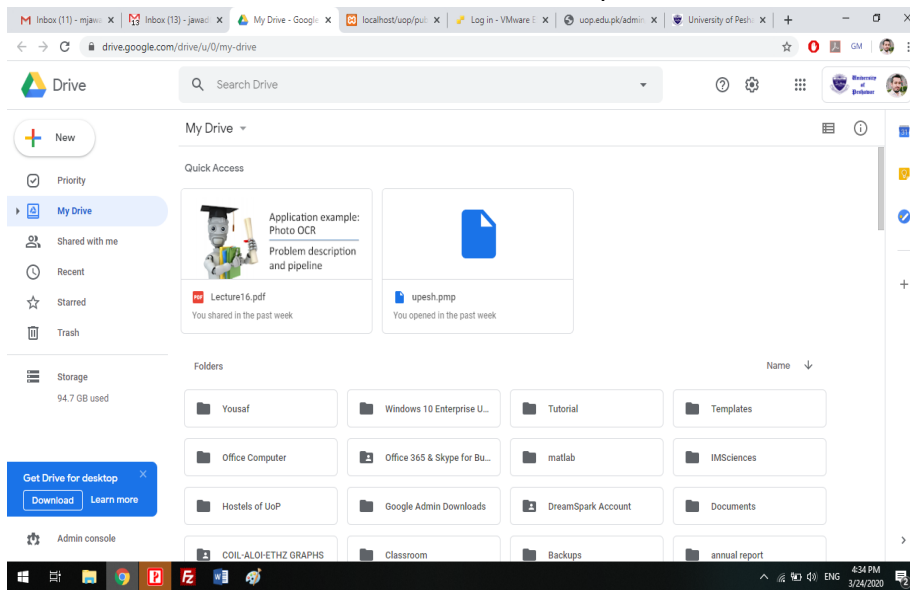
Click on "New" and then on "Folder" as shown below to create a Cloud Folder for uploading contents:
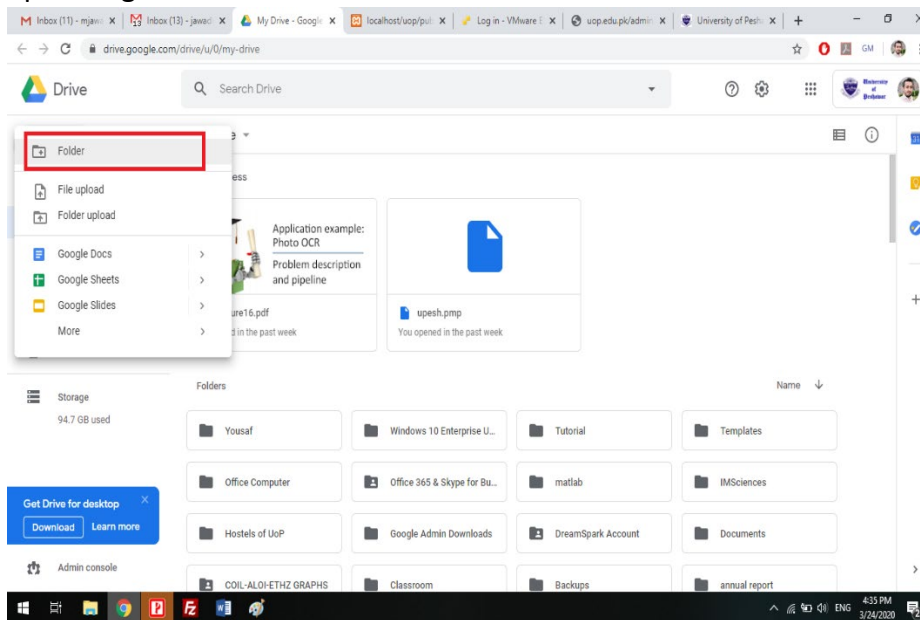
Enter the Folder Name i.e. "Digital Logic Design"
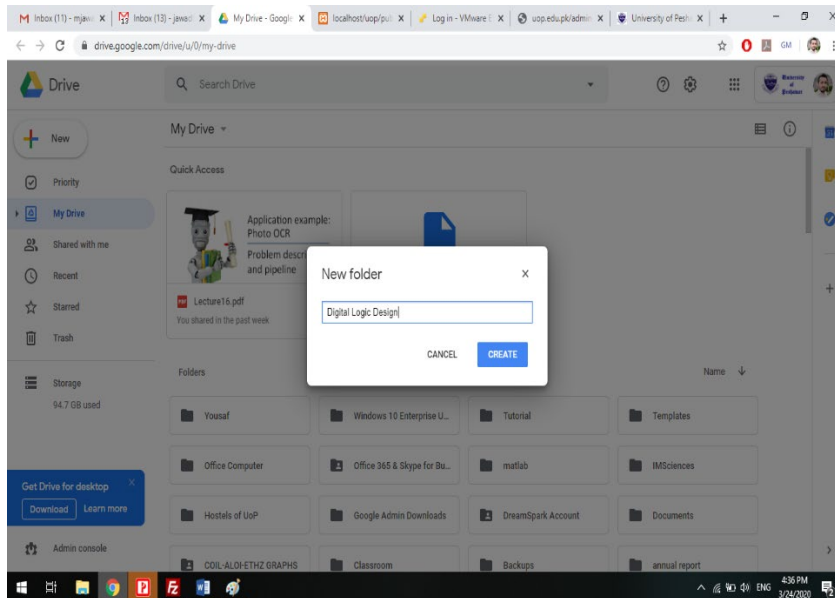
Once created, the new folder will be shown as below:
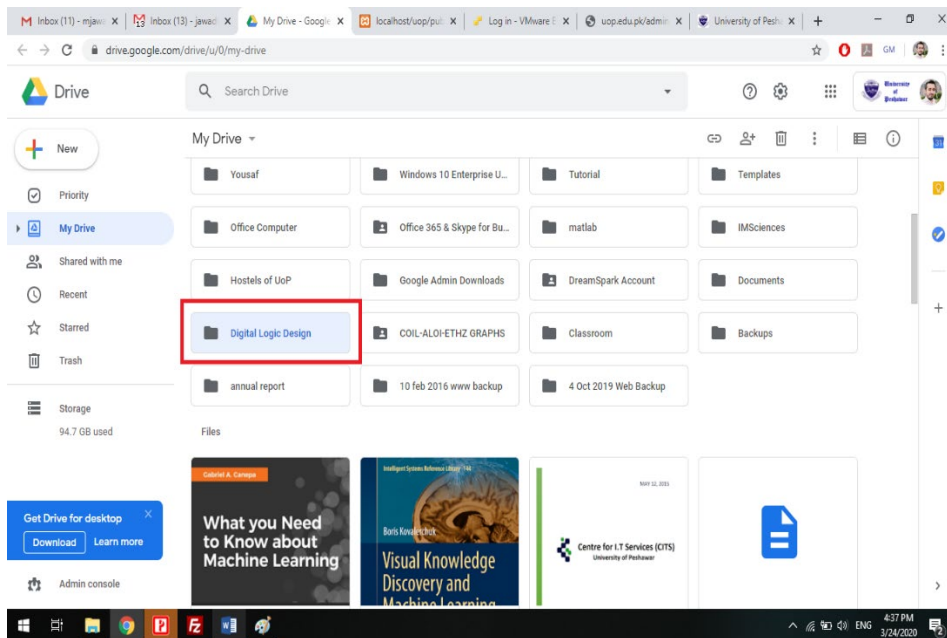
Right Click on the folder and Go to "Share" to get the sharable link:
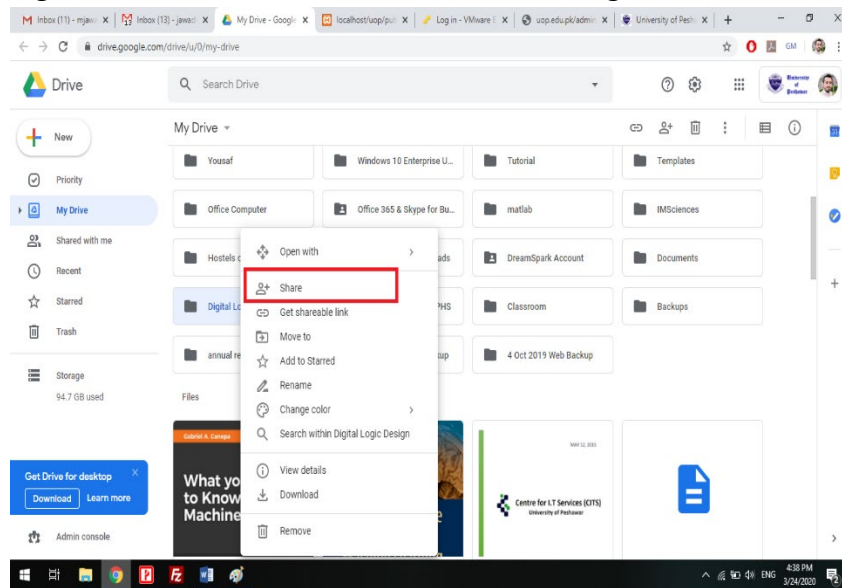
Click on Advance as below:
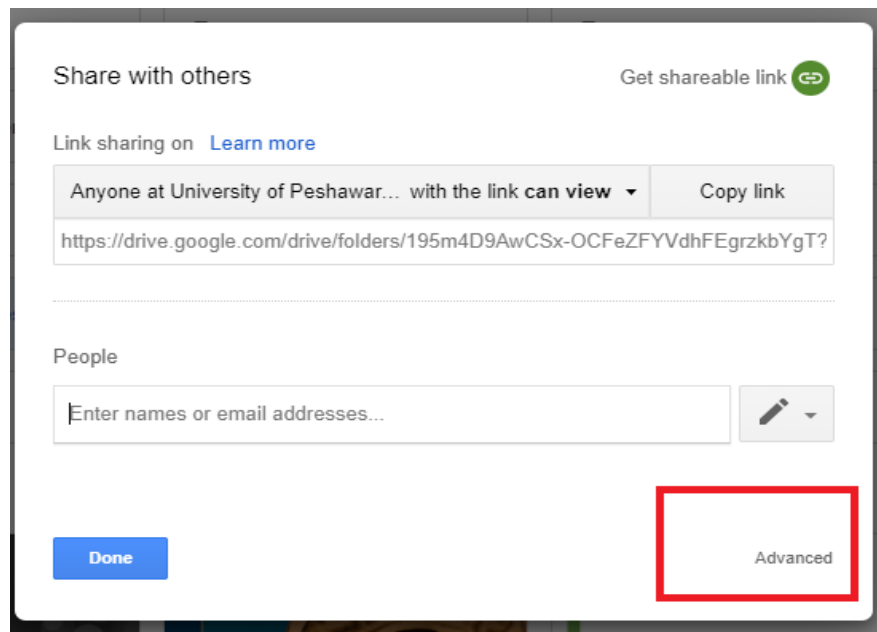
Click on Change as shown below to set the access permission of this folder:
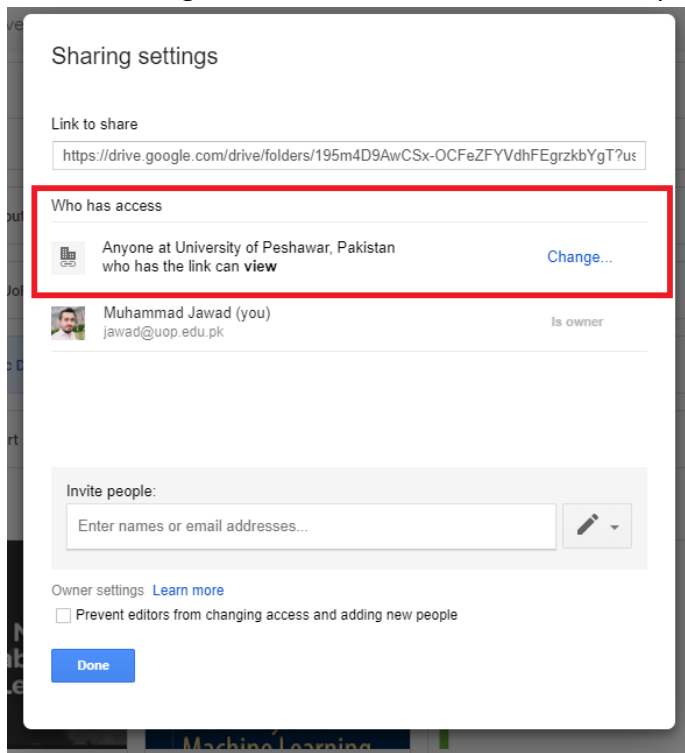
Select "ON- Anyone with the Link" and click "Save"
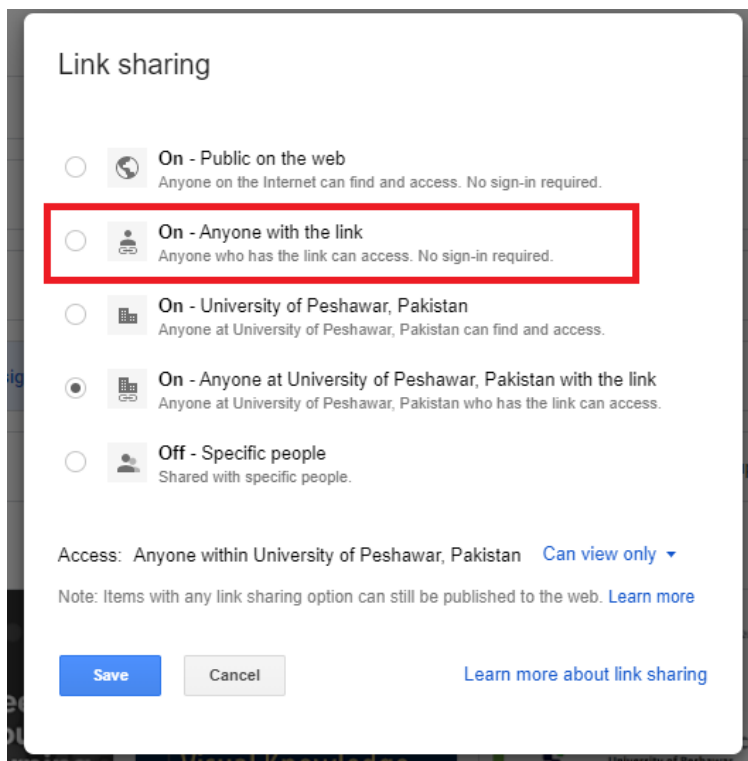
Copy "Link to Share" and paste it in "Step # 4" as mentioned earlier.
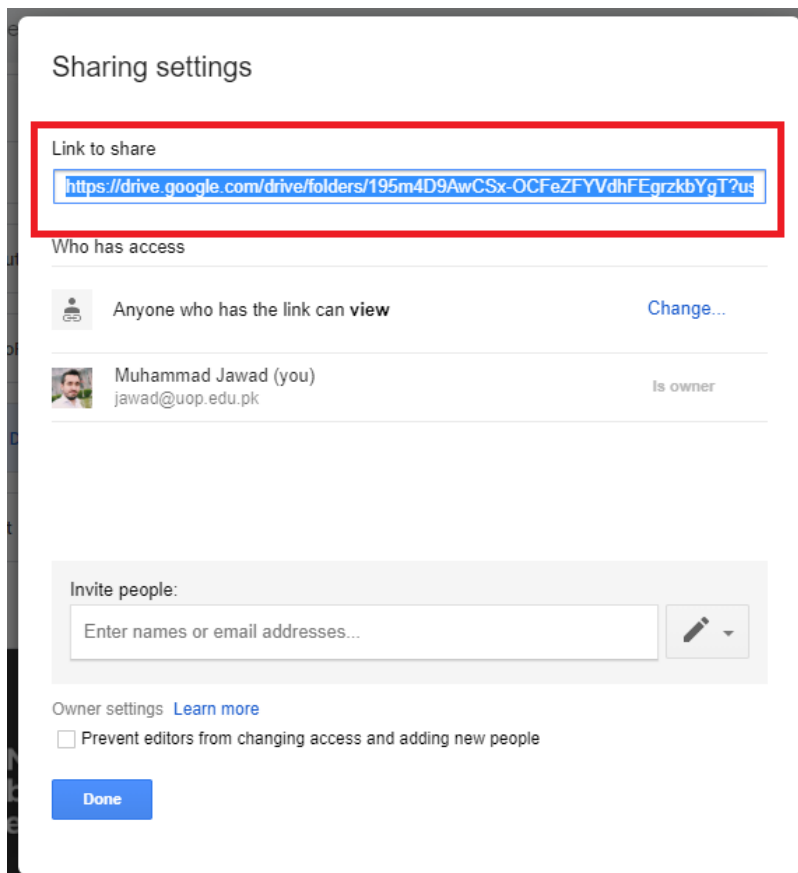
Now the faculty member can add Lectures/ contents to this folder easily and it will be accessible to the students.

For any query, please email at jawad@uop.edu.pk

APPENDIX – B: TEACHING MATERIAL

1. Scanned notes

2. Book chapters (from the prescribed/relevant books)

3. Write-ups in Docs/PDF/Excel formats

4. PowerPoints (ppts, etc.)

5. PowerPoint with Voice-Over (allowing adding voice notes to each slide) – much more effective for students' learning than simple ppts. For how to create and edit voice narration in PowerPoint please visit **https://www.youtube.com/watch?v=WoKlrsNpK7s**

6. Recorded Audios and Videos (e.g., Podcasts, Voice Recorder, YouTube, etc.)

7. Screen Recording – Computer or laptop Screen Recording with voice-based tutorials are also very common these days. Here either PowerPoint slides, textual contents, animations, images, handwritten contents are displayed on the screen by the teacher and verbally explained. During this process, the contents of whatever is displayed on the screen are recorded as a video with the voice of the instructor. Screen recordings are useful for disciplines involving algorithms, equations, diagrams or even scanned hand-written notes.

8. Open/Free Online Learning Resource

   a. YouTube contains a lot of educational videos on lots of topics. Teachers can search for the relevant educational videos related to the topics and may be added to Teaching Material in LMS under various topics.

   b. Virtual University Pakistan's videos and other resources are also freely available. Parts of those recording and teaching materials can be included in Teaching material by sharing a simple URL of the content.

   c. MOOCs-Massive Open Online Courses (e.g., EdX, Open Learning, Coursera, Udacity, Open University UK, Alison, etc.), started as free but now mostly involving fees, still offer hundreds of free courses designed by some of the best universities in the world (MIT, Harvard, Stanford, Oxford, etc.).

Note:

1. From above 1 to 4 are mostly already available with teachers. Whereas, 5 to 7 may need additional work, which may be left to advanced stages or those teachers already at advanced stages of preparedness for online teaching.

2. Further, **Third-Party** material may be uploaded keeping in mind the relevancy with course topics/modules and **ensuring that the source is properly acknowledged**.

Asynchronous Learning

In this mode, faculty using the approved Course Outline, uploads teaching material sorted out as per topic/module/lecture. Students, consult the uploaded material and where necessary, download the given material (be it a ppt, video, assignment, quiz, etc.) for study. There is no direct interaction between the Teacher and the Student or between the students in one class (except for SMS/WhatsApp group messages).

The Faculty can share Teaching Material through two means.

a. Sharing through Departmental Website

As discussed above, teachers upload their course content directly onto the Departmental Website under the header "Teaching Material". Faculty interacts with students through group email or WhatsApp Group pointing them to the site of his/her Course Material and issues instructions for use of this material. UoP-ELT has prepared a guideline for faculty to accomplish uploading of teaching material to departmental websites for the access of students.

b. Sharing through Learning Management Systems (LMS)

There are several LMS platforms available both open source as well as proprietary, which can be adopted by the Teacher to use sharing Teaching Material with students. The UoP-ELT, after thorough research, recommends using **Google Classroom** as a convenient initial platform for sharing Teaching Material with students. Compared to the option of uploading on the website, this platform has several advantages. The Faculty can create a list of classes with their students' email IDs which can be used to invite students to get enrolled. Besides all types of teaching material (as listed above), faculty can include assignments, quizzes, etc and can set deadlines through Google Calendar and can monitor each students' progress in terms of assignments/ quizzes submissions. Main features of Google Classroom include:

- Set Classroom themes with school colors or logo

- Classwork page, where teachers can post assignments, questions, and materials for students to view

- Assignments, tests, quizzes

- Add content to assignments, such as video, PDFs, Google Docs or Google Forms survey

- Share videos, links or images from other websites with students

- View assignments, announcements and other resources on a class resource page

- Draft assignments or announcements and schedule them to post on a later date

- Use Google Calendar to track assignment due dates

- Export grades to Google Sheets or a.CSV file

- Set permissions on whether students can make posts or comments (or mute individual students)

- Set permissions on which teachers can create and manage classrooms,

- Set permissions which other schools/universities can use Teachers Google Classroom

- Gradebook beta, where teachers can view, edit and share student's grades via the Grades page

- Ability to edit class details, such as class description, subject, and room number

Faculty are encouraged to explore Google Classroom **https://classroom.google.com/h** and login with university official email account details.

Synchronous Learning

This mode of learning involves live classes in the form of a video conference. The Teacher(s) and Students log into the LMS at a predefined time to join in a virtual classroom where they mutually interact. The LMS platforms dedicated for this purpose include **Zoom** **https://zoom.us/** or **Microsoft Team** **https://products.office.com/en-ww/microsoft-teams/group-chat-software?Market=pk** amongst others. These platforms enable faculty to create a group of users (students) and start live streaming when required as per the schedule agreed with students.