**UIC College of Applied Health Sciences IT**

**Quick Guide to Online Teaching**

**Curriculum Delivery**

*Preparation*

If you have an AHS-managed machine with a [virtual private network](https://accc.uic.edu/services/infrastructure/network/virtual-private-network/) (VPN), you may be able to access AHS servers. If you do not have an AHS-managed machine but have access to a personal machine, [please take these steps to configure it for optimal use](https://cms.ahs.uic.edu/inside-ahs/wp-content/uploads/sites/12/2020/04/AHS-IT-recommendations-for-personal-machines-4.9.20.docx). If you do not have access to any machine, please contact your unit’s business manager so that they may work with AHS IT to possibly identify a loaner.

*Box cloud storage*

If you’re using a personal machine you will not be able to access your AHS network drives and should use Box cloud storage. As such, you should consider uploading files that you are actively working on or anticipate needing to work on to Box. Depending on the type of files, you may need to upload them to either a standard folder or a Health Data folder. As a reminder, protected health information (PHI) or high-risk data such as human subject research or FERPA-protected data should never be downloaded from a Box Health Data folder to a personal machine. If you have an AHS-managed machine running VPN you will be able to connect to your AHS network drives and access your files.

* Box cloud storage for non-protected health information files  
  *Store your active, working non-PHI files so that you may access them from any location*

[accc.uic.edu/services/communication-collaboration/cloud-storage/box](https://accc.uic.edu/services/communication-collaboration/cloud-storage/box/)

* Box cloud storage for protected health information files

*Store your active, working PHI files so that you may access them from any location*

[hipaa.uillinois.edu/protecting-phi-with-box-health-data-folders](https://hipaa.uillinois.edu/protecting-phi-with-box-health-data-folders/)

*Blackboard Collaborate*

[Blackboard Collaborate](https://accc.uic.edu/services/communication-collaboration/conferencing/bb-collaborate/) is a web conferencing system that facilitates real-time online teaching and learning. It is available to all UIC Blackboard users. Instructors can create individual (and repeat) web conferencing sessions on their own without requesting a session to be created or activated. The following are resources to help you get started:

* Quick guide for faculty: [uofi.app.box.com/s/s9hmixojjziawavw7osu2iv84oyrefb2](https://uofi.app.box.com/s/s9hmixojjziawavw7osu2iv84oyrefb2)
* Quick guide for students: [uofi.app.box.com/s/iue7nk2ov0pdp3nepngd5h4pfhhrphih](https://uofi.app.box.com/s/iue7nk2ov0pdp3nepngd5h4pfhhrphih)
* Best Practices: [answers.uillinois.edu/uic/87467](https://answers.uillinois.edu/uic/87467)
* Upcoming ACCC workshops: [answers.uillinois.edu/uic/94070](https://answers.uillinois.edu/uic/94070)

*Online teaching options*

Option 1 (preferred): Teach synchronously/live via Blackboard Collaborate. Your course is already available in Blackboard with Blackboard Collaborate embedded

* [WebEx](https://accc.uic.edu/services/communication-collaboration/conferencing/webex-meetings/) and [Zoom](https://accc.uic.edu/services/communication-collaboration/conferencing/zoom/) are also options for ad hoc synchronous/live teaching

Option 2: Share content via a pre-recorded power point presentation or podcast

* [Panopto](https://accc.uic.edu/services/teaching-learning/media-streaming/panopto/) or [Echo360](https://accc.uic.edu/services/teaching-learning/lecture-capture/echo360-platform/) are recommended for creation of video lectures/screen captures

Option 3: Reuse existing/prior lecture recordings

*Exams*

Instructors need to be creative with alternate assignments and assessment methods that do not rely on proctoring tools. Students may not have access to the proper technologies at home. If online proctoring is required, UI has secured an institution-wide license for [Respondus](https://accc.uic.edu/services/teaching-learning/online-proctoring/respondus/) which provides online proctoring to help ensure academic integrity on exams conducted remotely. Respondus is available only for exams conducted via Blackboard and can be accessed from the Tools menu in all Blackboard courses. These tools will be available at no cost for all courses until May 31, 2020.

**AHS IT support**

AHS IT helpdesk tickets may be submitted via email to [ahs-help@uic.edu](mailto:ahs-help@uic.edu). Remote desktop tools are available for remote IT assistance. Our IT helpdesk will maintain continuity of IT support during contingency scenarios wherever possible, within the HR guidelines of the university and college.

**Additional UIC IT support and resources**

* **Interdependent UIC: Accessibility Considerations for Remote Access**

[docs.google.com/document/d/1lT5sG4IgqzaLUacLbs--Q8mCJbS6RRa6jSl1LqWuFpI/edit?usp=sharing](https://docs.google.com/document/d/1lT5sG4IgqzaLUacLbs--Q8mCJbS6RRa6jSl1LqWuFpI/edit?usp=sharing)

* **ACCC Academic Continuity**[accc.uic.edu/support/academic-continuity](https://accc.uic.edu/support/academic-continuity/)
* **ACCC Tech Resources for Teaching & Learning Online**  
  [accc.uic.edu/news-stories/tech-resources-for-teaching-learning-online](https://accc.uic.edu/news-stories/tech-resources-for-teaching-learning-online/)
* **ACCC Tech Resources for Working Remotely**  
  [accc.uic.edu/news-stories/tech-resources-for-working-remotely](https://accc.uic.edu/news-stories/tech-resources-for-working-remotely/)