

INSTRUCTIONS FROM THE VICE-RECTOR OF STRATEGY AND DIGITAL EDUCATION

In view of the preventive measures adopted by the Governing Council of the Community of Madrid and published in the BOCM, Order 338/2020 of 9 March, in which "it is recommended to continue educational activities through distance and online modalities", the Vice-Rector's Office for Strategy and Digital Education of the Carlos III University of Madrid establishes the following:

1. During the week of 11 to 17 March 2020, training sessions and information and help points in relation to online teaching will be made available to all teachers who need them.
2. From 18 March until the resumption of the face-to-face classes, teaching will be available online.
3. The teaching staff must guarantee access to the teaching materials and resources related to the contents programmed in this period in Aula Global, in order to facilitate the autonomous study of the students.
4. Through Blackboard Collaborate, all teachers will be able to use a virtual classroom to communicate synchronously with their group of students during the class schedule established by the teacher planning. Classes taught through this tool can be recorded and published in Aula Global.
5. Teaching videos that include voice can also be recorded from PowerPoint presentations. This option is available in File > Export > Create a video. More information will be provided.
6. Teachers can also take advantage of content they have produced in OCW, SPOC or MOOC format for online teaching complemented appropriately with opportunities for online interaction.
7. Teachers must ensure that the tutorials scheduled in the Aula Global are interactive and can be carried out by video conference through Google Hangouts Meet. To do so, they can ask students to make an appointment through Google Calendar using their corporate account. Alternatively, students can be served by email.
8. The laboratory practices of the experimental subjects will be replaced by other types of training activities that allow the acquisition of the expected knowledge, or, where appropriate, will be carried out intensively when the face-to-face teaching activity is resumed.
9. 9. Given the exceptional situation in which we find ourselves, teachers are expected to adapt the teaching of their subjects in the best possible way, taking into account their specific singularities.
10. The libraries will be closed to students from 18 to 25 March 2020. A special service will be set for PDI between 11:00 and 13:00 from Monday to Friday.
11. Given the dynamic nature of this situation, additional forms of teaching may be made available as needed.

Getafe, 10 March 2020