

**Vice President of Strategy and Digital Education  
Universidad Carlos III de Madrid**

**TRANSITION FROM FACE-TO-FACE TO ONLINE TEACHING:  
TRAINING SESSIONS AND ADDITIONAL INFORMATION**

On March 10th, the Executive Board worked together with the administrative staff to react urgently to the new emergency situation posed by COVID-19. We are trying to respond to the new context of suspension of face-to-face teaching and to advance in the implementation of online teaching.

The new approved academic calendar allows us to overcome the new scenario in the short term. However, it would not solve the problem if the suspension of face-to-face teaching is extended. The new calendar allows us to devote a first week for transitioning from face-to-face to online teaching, which will be absolutely necessary if the situation is prolonged. This initial week allows faculty to move forward in preparing online materials and to follow training and support sessions.

Faculty is responsible for ensuring that students acquire the skills required in their course according to their "Ficha REINA". In this sense, the mere introduction of documentation (Powerpoint slides, files, links to bibliography, and like, as is already being done) in Aula Global is not equivalent to teaching a class online. This requires interaction between teachers and students, the posing of questions by students, and participation in class, even if it is in a remote way.

Universidad Carlos III de Madrid aspires to be a pioneer in providing an urgent and effective solution for educating our students even in this difficult situation. Therefore, we are going to introduce the use of a specific tool for online teaching and will provide training to faculty in order to ensure a quality educational service.

Specifically, we have chosen the Blackboard Collaborate tool, which is already available at the university, has a fast learning curve and provide the required functionality. It allows the generation of communication spaces in the form of virtual rooms, where several participants can meet and share different applications: presentations, desktop, virtual blackboard, chat, etc.

In relation to training and support for the use of this tool, the following is provided:

- Training sessions have been scheduled for learning about Blackboard Collaborate through the tool itself, where the features for online teaching will be explained. These sessions will start at 10:00, 11:00, 12:00 and 13:00 on four days: Thursday 12th, Friday 13th, Monday 16th and Tuesday 17th March 2020. On Monday 16th and Tuesday 17th there will also be afternoon sessions at 16:00 and 17:00. The sessions will last 40 minutes. Although preferable, it is not absolutely required to log in at the beginning of each session. No prior registration is required. The permanent virtual room for these sessions will be available from <http://bit.ly/collaborateuc3m>.
- Before attending these sessions, it is recommended that you watch the introductory video that will be available at UC3M Digital (<http://uc3m.digital>).
- To follow these sessions, you must enter the tool. You are requested to use your corporate email address as a user to be correctly identified. There is no password. In case of difficulty to access or for other queries, you can contact the CASO service (tel.: 6200, <https://contacta.uc3m.es>).
- All current or future information regarding online teaching will be available from the UC3M Digital website (<http://uc3m.digital>) or, specifically, from <https://www.uc3m.es/uc3mdigital/covid19>. There you will find explanatory infographics, video tutorials and additional information with web links to the tools (link on the side tab "Options for Communication, Teaching and Complementary Services at a distance").
- Questions about Powerpoint recordings or the use of Google Hangouts Meet will also be answered from CASO.

We are facing a complex and uncertain situation, which has a profound impact and with different implications due to the variety of courses to be taught. This implies that adaptation may not occur in all courses in the same way. Therefore, we request the best of you for the effective adaptation to the new landscape.

The active participation of the faculty in this adaptation in the way of teaching, going from face-to-face to online teaching, will be taken into account in the processes of individual assessment of teaching (e.g. DOCENTIA or complements).

We trust in the good work of our faculty in these exceptional times and thank for all your efforts. We will be listening to any concerns that may arise.

Vice President of Strategy and Digital Education of UC3M  
Universidad Carlos III de Madrid