

## Instruction of the Vice-Rector for 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, where "it is recommended to continue educational activities through distance and online modalities", the Vice-Rector for Strategy and Digital Education of Universidad Carlos de Madrid establishes the following:

1. From 11 to 17 March 2020, training sessions and a helpdesk will be set up to support online instruction for all faculty members.
2. Instruction will be carried out online from 18 March 2020 on and until face-to-face classes can be resumed.
3. Faculty must guarantee access to educational material and resources related to the programmed content on *Aula Global* in order to facilitate independent study.
4. All faculty members will be able to use *Blackboard Collaborate* to teach live to their students at the scheduled time. Classes taught through this tool can be recorded and published on *Aula Global*.
5. *Powerpoint* can also be used to record videos that include voice. This option is available in File > Export > Create a video. More information on this subject will be provided.
6. Faculty members can also take advantage of content they have produced in OCW, SPOC or MOOC format for online teaching complemented with opportunities for online interaction.
7. Faculty must ensure that office hours as published in *Aula Global* are carried out. They can be held interactively 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 use email as a means of communication.
8. Lab work in experimental courses could be replaced by other types of training activities that allow the acquisition of the expected knowledge, or, where appropriate, could be carried out in an intensive way when the face-to-face teaching activity is resumed.
9. Given the exceptional situation in which we find ourselves, faculty is expected to adapt instruction of their course in the best possible way taking into account the course specificities.
10. Libraries will be closed for students from 11 to 25 March 2020. A special service will be set up for faculty members and researchers between 11:00 and 13:00 from Monday to Friday.
11. Given the dynamic nature of this situation, additional forms of instruction may be made available as appropriate.

Getafe, 10 March 2020