



MISSISSIPPI DELTA
COMMUNITY COLLEGE

College of Academics

Policies and Procedures
for
Live Streamed Courses

Effective: Summer 2022
Updated: Fall 2022

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Table of Contents:

Purpose	4
Definition of Live Stream	5
Day Classes (Fall & Spring)	5
Summer & Night Classes	5
Attendance Policy.....	6
Location.....	6
Zoom Requirements.....	6
Proctored Testing (Summer & Night ONLY).....	6
Technology Requirements	7
Student Requirements.....	7
Faculty Requirements.....	7
Accommodations	7
Instructor Responsibilities	8
Required Training	8
Identify LS Students	8
Canvas Integrations	8
Setup LS Meeting.....	9
Resources	9
Zoom Meeting Setup.....	10
Appendix	11
Instructor Course Checklist.....	12
Student Live Stream Requirements - Day Classes	13
Student Live Stream Requirements - Night / Summer Classes	14
Zoom: Basic Controls.....	15
Zoom: Camera & Virtual Background.....	16

Purpose

MDCC recognizes the need to offer a variety of degree required courses to our students at all locations, especially when an instructor is not physically able to offer face-2-face courses at every location. By Live Streaming courses we can aid our students in gaining additional course offering opportunities at all locations that may not have been possible otherwise. This effort can also serve to boost enrollment for summer session and night class offerings.

Courses that will be offered in the Live Stream format will be designated in Banner with “(LS)” at the end of the course title, i.e., **General Psychology (LS)**.

Any student may be enrolled into a Live Stream course even if they will not be at the course’s designated campus location. For example:

- *Accounting I is currently only offered at the Moorhead campus as a day class. A Greenwood or GHEC student can enroll to take this course via LS. This student will report to their primary campus location for classes and attend the Moorhead class via Live-Stream from the off-site location. The student will **not** need to travel to Moorhead to take this course but will need to be at an academic campus location. All day LS courses will follow this format.*
- *A student wishes to take a summer session or night class without driving to a campus location. This student can enroll into a LS course and attend virtually from a location of their choice. This student will need to attend a campus location at least twice in the semester for mid-term and final exam. If the student is a dorm resident and the class is offered at the Moorhead campus, this student should attend class in-person.*

Definition of Live Stream

A Live Streamed course is defined as any Face-2-Face course that includes a virtual attendance option allowing participants to join and interact with the class during the designated course time from a location other than the course's designated campus.

The virtual attendees **must** attend class during the designated course time. *If a student wishes to attend class outside of the designated times on their own schedule then the student should consider enrollment into an eLearning class.*

Instructors will conduct class from the designated course location. This will provide for students to attend in-person, and for a proctoring location for virtual students.

Day Classes (Fall & Spring)

Day Classes are any courses offered during the Fall and Spring Semesters during the daytime hours (8:00 am - 5:00 pm). Students participating in Day Classes will be required to attend the class from a MDCC campus location.

Students enrolled in a LS Day Class that are located on the **same campus** as the course offering must attend the course in-person at the designated course location.

Students enrolled in a LS course that is located on a **different campus** must attend via the LS option. Students attending class via LS will report to their campus library, or other designated location, to attend class.

Live Stream course links will not be shared or accessible to the students. The LS link and connection information will be sent to the Instructional Technology Specialist for coordination with all campus locations.

Summer & Night Classes

Summer and Night Classes are courses that are offered during the Summer sessions or Night (after 5:00pm) during the Fall or Spring semesters. Students participating in Summer or Night classes are not required to attend from a MDCC location.

Students must decide on, or by, day one of class if they will attend in-person or using the LS option. Once this decision is made there should be no changing between options.

Students who select LS option are required to attend a MDCC location at least two class sessions to take a proctored mid-term and final exam.

Live Stream course link will be posted in the canvas course for students to be able to access the course virtually from their chosen location.

Attendance Policy

Courses that are designated as Live Stream will follow the MDCC attendance policy for the course term. Tardies and absences will be counted the same for in-person and virtual students.

Consideration of virtual students will be that they **must be on-camera** to be counted present. Instructors will conduct an attendance check at the beginning and end of the class period to determine who is present.

Location

Day Classes:

LS Students are required to attend class from a MDCC academic campus location. Instructors will communicate the official location of attendance to students prior to the first class period. Students will report to the designated off-site location to be connected to their class by a facilitator at their campus location.

Night and Summer Classes:

LS Students can attend class from any location of their choice. If they are on the same campus location as the course, they should attend in-person.

Zoom Requirements

The current software platform of Live Stream course connections is Zoom meetings. Instructors will need a full zoom license to conduct their course(s). All course participants will need the zoom client on their devices to connect to the course. Students will not need a license to connect.

ALL participants must be on-camera throughout the entire course. This is to ensure attendance and encourage participation. Virtual Backgrounds can be used to protect privacy of participants and their surroundings.

Proctored Testing (Summer & Night ONLY)

To maintain the academic integrity of remote offered courses, all students engaged in a LS course will be required to attend a campus location to complete a mid-term and final exam. These exams are to be proctored by the instructor at the designated course location. These exams will count for a minimum of 50% of the overall course grade.

If the student is unable to travel to the designated course campus, they may attend any academic campus location to be proctored at the discretion of the instructor. It is the responsibility of the instructor to arrange for a proctor at the off-campus locations. Library Services at the various locations have agreed to help with proctoring of those students unable to travel to the course site locations.

Technology Requirements

All participants of LS Courses must have a compatible device with access to an internet connection, speakers (or headphones), microphone, a webcam, and Zoom (for meetings) software installed.

If Zoom is already installed, it is recommended to make sure the app is up-to-date with all available updates.

Student Requirements

Students attending day classes will report to their designated LS location. Where possible, MDCC will provide the technology requirements for course connection.

Students who have their own devices can utilize their devices to connect to class. Headphones are encouraged to promote focus to the class and reduce distractions.

Faculty Requirements

In addition to the Zoom client installed on device(s), instructors conducting LS Classes will need a full Zoom license. The Instructional Technology Specialist will issue a full license to all LS designated instructors for your class. Additional classroom technology may be required to conduct your course. This may include PowerPoints, videos, Swivl, etc. For assistance with preparing to conduct your course, contact the Instructional Technology Specialist prior to your course start date to discuss your course delivery and specific technology setup needs.

Accommodations

Tech Zone:

The Instructional Technology Specialist will be located in the Tech Zone in Horton 130 on the Moorhead Campus. Instructors and Students with questions about Live Stream can visit or contact the Instructional Technology Specialist for assistance.

Live Stream Rooms:

Each academic campus location will have a designated Live Stream classroom. These rooms will be fully outfitted for classroom instruction with integrated mics, speakers, and cameras for the addition of Live Stream logistics. To request use of these rooms, contact the Instructional Technology Specialist. The Instructional Technology Specialist will consider all incoming requests and coordinate with campus directors to determine room assignments.

Library:

Library services provide a space that students can attend LS classes. Librarians may also serve as the LS facilitator for day classes and connect the students into their courses.

Instructor Responsibilities

With consideration for technology setup and connectivity for the classroom and remote students, it is highly recommend to be setup and have all virtual connections on at least 5 minutes prior to class start time. This will allow for any technology issues to be worked through on either end of the connection and allow for virtual students to connect and be ready for class.

Required Training

All instructors providing courses with the Live Stream option will be required to review this manual and take the “Live Stream Orientation & Logistics” training. The initial training session was offered August 9, 2022 and is now posted in the MDCC PD Catalog for on-demand access and review. The training is a 1-hour session that covers these policies and technology setup logistics for the classroom. **Upon completion of this training**, notify the Instructional Technology Specialist so your certificate can be recorded. Failure to complete this prior to your first class period will result in your Department Chair being notified. *This training is only required to be taken once unless a major update is released.*

There are additional trainings available on the MDCC PD Catalog that would be beneficial for various technology needs and should be reviewed as needed.

Identify LS Students

When students enroll into a course designated as LS, there is currently no method to record their intentions of attending by the Live Stream method. Therefore, instructors will need to Canvas inbox all students in their course prior to the first day of class to aid in identifying any students that will participate via Live Stream.

Canvas Integrations

All courses that are designated as LS will have a module added to the Canvas shells. The purpose for this module is to provide all students with up-to-date and uniformed information about the Live Stream policies and access. This module is to be the top module in all LS courses. Instructors will post their zoom link to this module for each class. For **Day Classes** this link will remain **unpublished**. For **Night/Summer** classes this link will be **published**.

A button image has also been uploaded into every LS designated course for use on the home page for **Night/Summer classes only**. The image is named “LS Join Button” and can be found in the course images. For course consistency in supporting students, this button is to be added to the bottom of the home page. The button can be added to any other location as desired. The button will need to be hyperlinked to the zoom meeting link.



Consider your course activities and engagements to be able to include the remote participants. Several Canvas or Zoom features can be integrated to aid in including all students in engagement of activities.

Setup LS Meeting

Instructors will be provided a full Zoom license when instructing courses designated as Live Stream. It is the instructor's responsibility to setup their Zoom meetings. Review the section of "Zoom Meeting Setup" in this manual for specific setting requirements and recommendations.

Once the meeting has been setup in Zoom, the instructor will need to link the Zoom Meeting connection information into their Canvas course. *(LS Module and Join button, when used)*

NOTE: Only publish connection information for Night/Summer course offerings. Day offerings are NOT to be published for student access.

In addition to entering the Zoom meeting information in the designated course(s), submit the information to the Instructional Technology Specialist. The Instructional Technology Specialist will compile the LS course connection information for all designated courses for the semester and distribute to appropriate campus facilitators, as needed.

Resources

The Office of Instructional Technology is prepared to assist with integrations and development ideas for Live Stream course adoption. Contact the Instructional Technology Specialist to setup a time to review course delivery needs and assistance with finding technology solutions to accomplish those needs for course instruction and interaction.

Tech With The Tech Canvas course is available to all employees. This course is a technology repository and is continually growing with more information. Review this resource course for ideas and to reach out to other instructors for ideas. *If you do not have access to this course, contact the Instructional Technology Specialist to be added to the course.*

Training opportunities will continue to develop based on the needs and requests of the institution. Most trainings offered by the Office of Instructional Technology are recorded and made available as on-demand at the MDCC PD Catalog. The MSVCC Academy is also available each semester with a variety of training opportunities that can be taken advantage of.

If there are need's for a resource that is not yet available, please communicate those needs with the Office of Instructional Technology so they can be reviewed for availability.

Zoom Meeting Setup

The screenshot shows a Zoom Meeting setup, from the zoom.us website, with annotations for **Required (*)** or **recommended (#)** settings for Live Stream courses.

★ Topic

★ When

★ Duration hr min

Time Zone

★ Recurring meeting Every week on Mon, Wed, until Dec 1, 2022, 32 occurrence(s)

Recurrence

Repeat every week(s)

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences

Registration Required

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

★ Video Host on off
Participant on off

Audio Telephone Computer Audio Both
Dial from United States

Options **Hide**

Allow participants to join

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting

Enable focus mode when meeting starts

Enable additional data center regions for this meeting

Approve or block entry to users from specific regions/countries

Alternative Hosts

Allow alternative hosts to add or edit polls

Topic: to follow format: 'Time' 'Day' - 'Course' - LS
i.e., 8:00-9:15 MW - Comp I - LS

Date: First Day of Course
Time: Start time of course
- select closest time, may be few minutes before actual time
Duration: course duration

Recurrence: Weekly
Repeat: 1 week
Occurs: course meeting days
End Date: Last day of course

***Passcode** is required by zoom
- can be changed to one of your choice, if desired. Keep it simple for the facilitators or students to key in.

Host & Participant: Required to have video ON for attendance.

Allow to Join: Recommend on with 15-minutes before start.

Focus Mode: Instructor (host) sees all cameras during meeting, other participants only see Instructor (host) camera.

Appendix

Instructor Course Checklist	12
Student Live Stream Requirements - Day Classes	13
Student Live Stream Requirements - Night / Summer Classes	14
Zoom: Basic Controls	15
Zoom: Camera & Virtual Background	16

Additional locations for resources from the Office of Instructional Technology:

- Tech With the Tech Canvas course
- MDCC Website - Faculty & Staff - Instructional Technology
- MDCC PD Catalog for trainings (<https://msdeltapd.catalog.instructure.com>)



Instructor Course Checklist

Before Your FIRST Live Stream Course: *(only needs to be completed once)*

- Review the Live Stream Policy & Procedure
- Complete the Live Stream Orientation Training
- Submit completion certificate to Instructional Technology Specialist

Preparations for your Live Stream Course(s):

- Activate your Zoom license
- Create Zoom Meeting
- Integrate into Course (**LS Module**. *Night/Summer options: Home Page, zoom LTI*)
- Email Zoom Meeting info to Instructional Technology Specialist
- Determine and test equipment needed for course
- Day Classes:** Receive Facilitator location for off-site students from Instructional Technology Specialist
- Summer/Night Classes:** Determine Proctor information (self or off-site personnel)
- Canvas Inbox Students BEFORE the first day
 - determine who is LS
 - inform where to report (**day:** for class, **night/summer:** proctoring)

Live-Streaming Prepare for Success

If you need assistance preparing for your Live Stream course, reach out to the Instructional Technology Specialist before classes begin.

Start Zoom Meeting at least 5 minutes before class start time.

Instructional Technology Specialist: Jason Zuehlke, 662-246-6437, jzuehlke@msdelta.edu, Horton 130

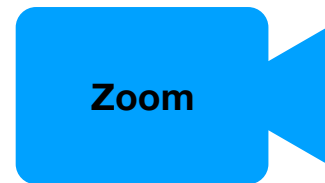
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Student Live Stream Requirements - Day Classes

Welcome to your Live Stream class. If you are attending this class through Live Stream (Zoom) option, please review the chart to see what Live Stream is and isn't:

	IS:	Is NOT:
Availability:	For students attending class from a MDCC campus location other than the course's designated site.	For students who are on the same campus as the designated course site or not at a MDCC campus.
Time:	Taken LIVE during the scheduled time.	Available "anytime" or an on-line style course.
Location:	<ul style="list-style-type: none"> • <u>On designated campus</u> - report to the assigned classroom. • <u>At another MDCC campus</u> - Instructor will communicate where to report to. 	<ul style="list-style-type: none"> • <u>On designated campus</u> - available virtually, you must report to the designated classroom. • <u>At another MDCC campus</u> - able to be taken "anywhere." • Accessible when not at a MDCC location.



You must have a device that has the following (*it can be a laptop, tablet, or phone*):

- Working camera & mic
- Zoom Client (for meetings)
- Headphones recommended

In addition to attending the class through Zoom, your device(s) will need to access Canvas for coursework.

Campus locations will provide devices when available.

Zoom Link:

- Will be entered by the campus facilitator

Camera:

- MUST BE ON to be counted present
- You must be IN the camera view
- You can use a virtual background (*blur or other appropriate non-distracting image*)

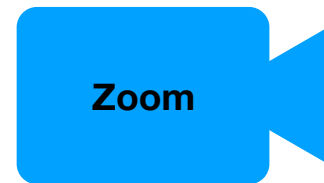
Mic:

- can be on mute when not talking

Student Live Stream Requirements - Night / Summer Classes

Welcome to your Live Stream class. If you are attending this class through Live Stream (Zoom) option, please review the chart to see what Live Stream is and isn't:

	IS:	Is NOT:
Availability:	For students attending class from any location other than the course's designated site.	For students who are on the same campus as the designated course site.
Time:	Taken LIVE during the scheduled time.	Available "anytime" or an on-line style course.
Location:	<ul style="list-style-type: none"> • <u>On designated campus</u> - report to the assigned classroom. • <u>Any other location</u> - available online through Zoom link found in course. 	<ul style="list-style-type: none"> • <u>On designated campus</u> - available virtually, you must report to the designated classroom.



You must have a device that has the following (*it can be a laptop, tablet, or phone*):

- Working camera & mic
- Zoom Client (for meetings)
- Headphones recommended

In addition to attending the class through Zoom, you will need to be able to access Canvas for coursework.

Campus locations will provide devices when available.

Zoom Link:

- Will be in the top module in the course labeled with "Live Stream"
- *May also appear at the bottom of the home page. Look for this image:*



Camera:

- MUST BE ON to be counted present
- You must be IN the camera view
- You can use a virtual background (*blur or other appropriate non-distracting image*)

Mic:

- *can be on mute when not talking*

Mid-Term & Final

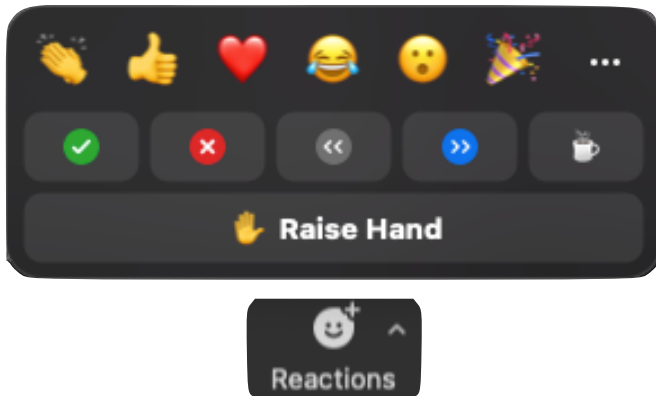
All students are required to take their Mid-Term and Final Exam at a MDCC Campus Location.

- *Instructor will proctor in the designated classroom or advise an alternate proctored location.*
- *Counts at least 50% of overall grade. See course information from Instructor for more details.*

Zoom: Basic Controls

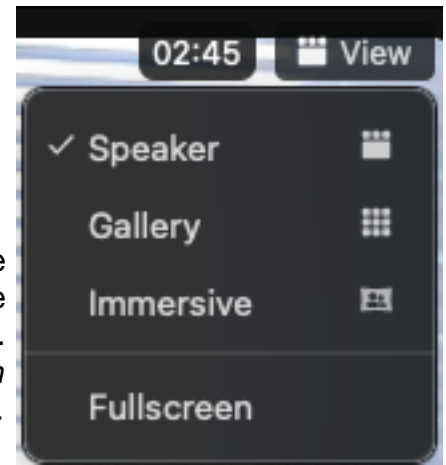
In general, it is recommended to use “Speaker View” to be able to focus on the Instructor or person speaking. Non-verbal feedback is usually enabled and can be found in the controls, as shown below.

FROM A PC:

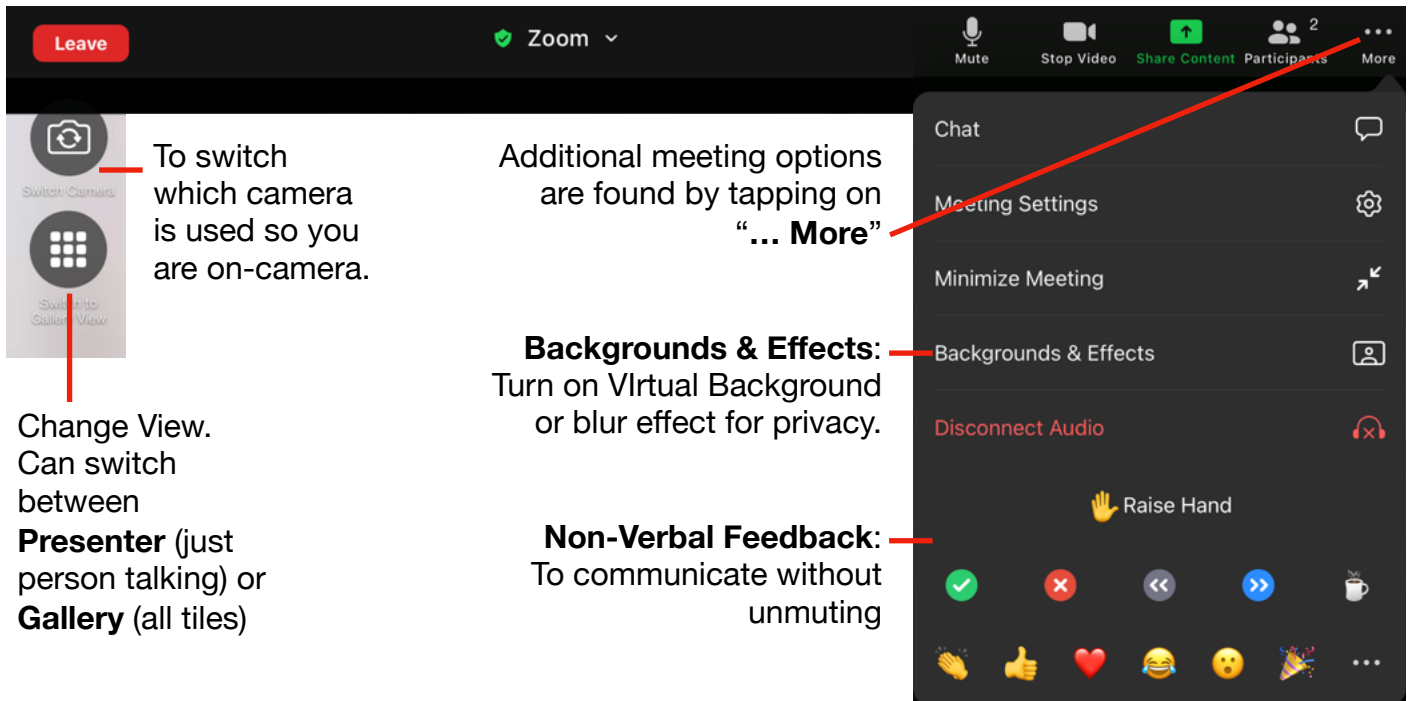


Reactions can be found in the meeting controls at the bottom of the screen

View is found in the top right corner of the zoom window.
To exit Fullscreen mode, tap Esc key.



FROM A MOBILE DEVICE:



To switch which camera is used so you are on-camera.

Change View. Can switch between **Presenter** (just person talking) or **Gallery** (all tiles)

Additional meeting options are found by tapping on “... More”

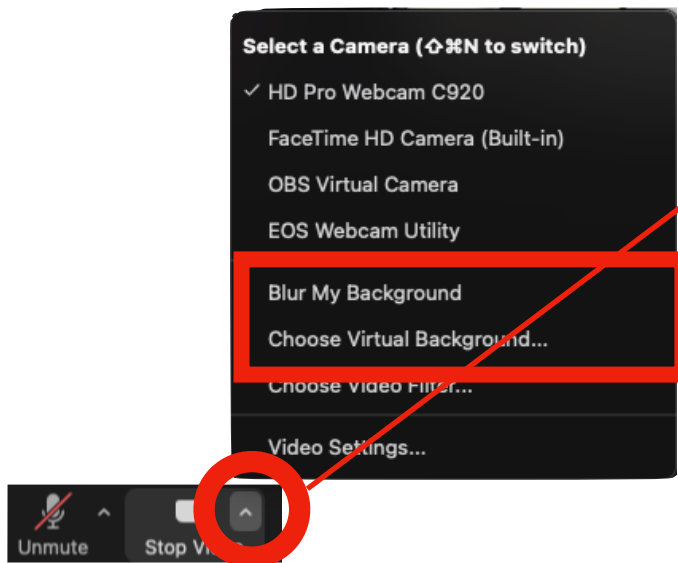
Backgrounds & Effects: Turn on Virtual Background or blur effect for privacy.

Non-Verbal Feedback: To communicate without unmuting

Zoom: Camera & Virtual Background

Live Stream course attendance requires all participants to be present during the scheduled course time and ON-CAMERA the entire class period. Make sure your camera is ON when you connect.

You may use a Virtual Background, or blur effect, to “hid” your background. To do this follow the directions below:



FROM A PC:

1. Click the “^” in the video control
2. Click “blur my background” or “choose virtual background”
 - Inside choose virtual background you can select a pre-loaded image or upload your own.
 - It is recommended to use a non-distracting still image for the background.

FROM A MOBILE DEVICE:

1. Tap the “... More” in the corner
2. Tap “Backgrounds & Effects”
 - Inside choose virtual background you can select a pre-loaded image or upload your own.
 - It is recommended to use a non-distracting, education appropriate, still image for the background.

