

Instructor Guide

Instructor Guide

UNIVERSITY OF REGINA, FLEXIBLE LEARNING DIVISION

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THE UNIVERSITY OF REGINA, FLEXIBLE LEARNING DIVISION
REGINA



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Welcome to the Flexible Learning Instructor Guide!

Welcome to the Flexible Learning Instructor Guide!

The Flexible Learning division prepared this guide to help instructors get access to all the necessary resources needed from one place.

Please email flexible.learning@uregina.ca for any questions or If you have suggestions for other things that you would like to see included. If you can not find content, that means it is likely that someone else could be struggling to access the same information.

Tips to Navigate the Guide

- Navigating the guide: On the top right of every page, there is an in-book search box to get to content you would like. Example, search “exam” if you would like to see all content about exams.
- Top left has a table of contents that you can also use to get to the information you need.
- Bottom left and right of every page has a next and previous to take you to the content you would like.



For New Instructors

Welcome to the University of Regina, Flexible Learning Division!! We are happy to have you. This guide will help you find information and resources to make sure you have a wonderful experience.

Note: Top right of this pressbook has a search box that you can use to get to information quickly.

Email flexible.learning@uregina.ca or ur.live@uregina.ca if you are not able to find anything.



Acknowledgements

This instructor guide was developed by the University of Regina Flexible Learning Division (FLD) Staff Members. FLD Staff put together resources for the college instructors to access information and resources conveniently so that they can focus on helping students. This book contains information and resources that FLD perceive to be important for new and existing instructors. For any questions regarding the information provided or suggestions on what to include, please email flexible.learning@uregina.ca or ur.live@uregina.ca

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PART I

CONTACT INFORMATION

In this Chapter, you will find Flexible Learning Division, Regional Colleges, and Academic Advising contact information.

Contact Information

- Flexible Learning
- Regional Colleges
- Academic Advising

I. Flexible Learning

Flexible Learning Division

Centre for Continuing Education

University of Regina

Regina, Saskatchewan S4S 0A2

Email: flexible.learning@uregina.ca

Phone: 306-585-5804

Office Hours: 8:15 am-12:00 noon & 12:45-4:30 pm

STAFF Members

Division Head	Willadell Garreck	willadell.garreck@uregina.ca	306-585-5897
Program Manager	Terri Allard	terri.allard@uregina.ca	306-585-5781
Program Coordinator	Tanisha Khan	Tanisha.khan@uregina.ca	306-585-5836
Program Coordinator/ Analyst	Tehra Nagy	tehra.nagy@uregina.ca	306-585-5774
Flexible Delivery Support Services Specialist	Seba Abdulkareem	saba.abdulkareem@uregina.ca	306-585-5804
Support Services Specialist Flexible learning	Stacey Leader	Stacey.leader@uregina.ca	306-585-5732: Email is recommended.

Other Contact Information

	Kendall Nestor	special.registration@uregina.ca	306-585-4114
LIVE-Streamed Support and Exam Queries	Seba Abdulkareem	ur.live@uregina.ca	306-585-5804
Online Support	Tanisha Khan	ur.online@uregina.ca	306-585-5836
Central Business Services: Reimbursement of Expenses	Main Office	CBS.CCE@uregina.ca	306-585-5720
Online Exam Queries	Main Office	cce.studentservices@uregina.ca	306-585-5807

2. Colleges Contact Information

<p>CARLTON TRAIL COLLEGE</p> <p>Toll Free: 1-800-667-2623 information@carltontrailcollege.com</p>	<p>www.carltontraincollege.com</p>
<p>CUMBERLAND COLLEGE</p> <p>Sabrina Lebel (306) 752-8109 slebel@cumberlandcollege.sk.ca</p>	<p>laurat@greatplainscollege.ca</p>
<p>GREAT PLAINS COLLEGE</p> <p>Laura Thibault (306) 778- 5495 laurat@greatplainscollege.ca</p>	<p>www.greatplainscollege.ca</p>
<p>NORTH WEST COLLEGE</p> <p>Tracey Conrad (306) 234 5100 tracey.conrad@northwestcollege.ca</p>	<p>www.northwestcollege.ca</p>
<p>NORTHLANDS COLLEGE</p> <p>Kory Morvik 306-425-4314 morvik.kory@northlandscollege.sk.ca</p>	<p>Northlands College – Find your North</p>
<p>PARKLAND COLLEGE</p> <p>Shanley Allard 306-786-7338 s.allard@parklandcollege.sk.ca</p>	<p>www.parklandcollege.sk.ca</p>
<p>SOUTHEAST COLLEGE</p> <p>Jody Holzmiller 306-848-2518 jholzmiller@southeastcollege.org</p>	<p>www.southeastcollege.org</p>

UNIVERSITY OF REGINA-FACULTY OF SOCIAL WORK-
SASKATOON CAMPUS

(306) 664-7370

Street Address: Suite 111, 116 Research Drive, Saskatoon, SK S7N 3R3

Sally Machibroda: 306-664-7373

www.uregina.ca/socialwork

3. Academic Advising

THE UNIVERSITY OF REGINA AND FLEXIBLE LEARNING DIVISION

As a student, you it is recommended that you talk to your faculty, federated college, or academic unit for academic advising prior to registering. Advising is recommended for new students and telephone advising is available by appointment.

Faculty, Federated College, or Academic Unit	Phone	Email
Arts	306-585-4137	arts.studentservices@uregina.ca
Business Administration	306-585-4724	hill.undergrad@uregina.ca
Campion College Toll Free: 1-800-667-7282	306-359-1226	campion.registrar@uregina.ca
Career and Professional Development, CCE	306-585-5807	CCE.StudentServices@uregina.ca
Education Bureau du Bac (Education)	306-585-4537 306-585-4507 Toll Free: 1-877-813-3111	education@uregina.ca
Engineering & Applied Science	306-585-4706	engg@uregina.ca
First Nations University of Canada Regina Students Northern Students	306-790-5950 ext. 3127 306-931-1800 ext. 5475 306-765-3333 ext. 7501	info@firstnationsuniversity.ca
Graduate Studies & Research (FGSR)	306-585-4161	grad.studies@uregina.ca
Johnson Shoyama Graduate School of Public Policy Regina Campus Saskatoon Campus	306-585-5460 306-966-8525	grad.studies@uregina.ca
Kinesiology and Health Studies	306-585-4360	kinesiology@uregina.ca
La Cité universitaire francophone	306-337-3280	etudiants@uregina.ca
Luther College	306-585-5444	Luther.Registration@uregina.ca
Media, Art, and Performance	306-585-5570	media.art.performance@uregina.ca
Nursing Regina Nursing Saskatoon Toll Free: 1-855-830-3300	306-337-3300 306-659-4770	nursing@uregina.ca
Science	306-585-4199	science@uregina.ca
Social Work Regina	306-585-4554	sw.studentservices@uregina.ca
Social Work Saskatoon	306-664-7370	sw.studentservices@uregina.ca
Advising and Career Education	306-585-4899	academic.advising@uregina.ca

4. Full Year Class Scheduling and Class Registration

As announced in May 2022, the 2024/2025 academic year will see the University offer full-year class scheduling and class registration to our undergraduate and graduate students. This initiative will allow students to register concurrently for both fall and winter courses with spring/summer courses registered separately. Full-year class scheduling and registration affords our students the ability to know class offerings for an entire year and to plan with greater confidence.

The Registrar's Office team, in collaboration with our faculties and federated colleges, is currently scheduling for Fall 2023. The scheduling transition year starts in March 2023 (for Winter 2024). Additionally, we continue to review the related processes including, but not limited to, registration, time ticket distribution, prerequisite checks, and waitlist management.

The Class Registration plan will be as follows:

Class Registration – Current

March 2023 students will be able to register for S/S and Fall, 202320 and 202330.

Class Registration – Transition Year

October 2023 students will be able to register for Winter 202410.

Feb 2024 students will be able to register for S/S 202420.

March 2024 students will be able to register for Fall *and* Winter, 202430 *and* 202510.

Class Registration – Going Forward

Feb 2025 students will be able to register for S/S 202520.

March 2025 students will be able to register for Fall *and* Winter, 202530 *and* 202610.

PART II

UNIVERSITY OF REGINA FACULTY ASSOCIATION (URFA)

The University of Regina Faculty Association (URFA) is the certified bargaining agent for the University of Regina full and part-time Academic employees.

For information regarding the Academic Collective Agreement, please visit:

University of Regina (Academic) – University of Regina Faculty Association (urfa.ca)

5. Posting for Flexible Learning Course Instructors

To observe the terms set out in the URFA contract, Flexible Learning requests that the appropriate Faculty/Department post for sessional instructor positions under the University of Regina website: www.uregina.ca/hr/careers

The posting time for **Spring, Summer & Fall semester off-campus courses** is usually the month of *January* or *February* but Fall postings could be as late as June if a course is added late. For the **Winter semester** the posting time for **off-campus courses** is usually the month of *June* but could go as late as August. Please check the website during these months for the sessional instructor postings.

All sessional instructor positions must be applied for. Contact the college in your area for information on what courses are being planned or contact us at Flexible.Learning@uregina.ca.

PART III

ESSENTIALS

This is where you will find delivery information on different topics. Click on the chapter you would like to visit:

ESSENTIALS Part starts from chapter 5 to 12.

- 5. Key Dates and Deadlines
- 6. Academic Calendar
- 7. Cancellation of Class
- 8. Responsibilities of Instructors
- 9. Textbooks
- 10. Information Services
- 11. UR Self-Service
- 12. Ur Courses
- 13. Email for Instructors
- 14. Class Lists
- 15. Duplication of Course Materials
- 16. Student Accessibility

6. Key Dates and Deadlines

Term:	Winter 2023
Part of Term (POT):	1
Held in:	Jan – Apr
Term Dates	
Start of term	4-Jan-23
End of term	27-Apr-23
Class Dates	
Start of classes	4-Jan-23
End of classes	11-Apr-23
Tuition and Fee Payment Dates	
Due date for tuition and fee payment	4-Jan-23
End of penalty-free payment period	31-Jan-23
Class Add/Drop Dates	
End course-add period	17-Jan-23
End of no-record drop period	17-Jan-23
End of grade-of-W drop period	15-Mar-23
Tuition and Fee Refund Dates	
End of 100% refund period	17-Jan-23
End of 50% refund period	31-Jan-23
Examination Dates	
Start of the examination period	14-Apr-23
End of examination period	11-Apr-23



2023-2024 Academic Schedule

08-Jun-22

Term Information:	Spring/Summer 2023								Fall 2023	Winter 2024
Part of term (POT):	1	2	3	4	5	6	7	10	1	1
Held in:	May-Aug	May	June	May-June	July	August	July-Aug	May-Aug	Sep-Dec	Jan-Apr
Start of term	3-May-23	3-May-23	3-May-23	3-May-23	3-May-23	3-May-23	3-May-23	3-May-23	30-Aug-23	8-Jan-24
End of term	26-Aug-23	26-Aug-23	26-Aug-23	26-Aug-23	26-Aug-23	26-Aug-23	26-Aug-23	31-Jul-23	21-Dec-23	29-Apr-24
Class Dates										
Start of classes	3-May-23	3-May-23	5-Jun-23	3-May-23	4-Jul-23	1-Aug-23	4-Jul-23	3-May-23	30-Aug-23	8-Jan-24
End of classes	21-Aug-23	25-May-23	26-Jun-23	19-Jun-23	25-Jul-23	23-Aug-23	17-Aug-23	31-Jul-23	5-Dec-23	12-Apr-24
Examination Dates										
Start of examination period	24-Aug-23	29-May-23	29-Jun-23	22-Jun-23	28-Jul-23	26-Aug-23	21-Aug-23	2-Aug-23	8-Dec-23	16-Apr-24
End of examination period	26-Aug-23	29-May-23	29-Jun-23	26-Jun-23	28-Jul-23	26-Aug-23	24-Aug-23	9-Aug-23	21-Dec-23	29-Apr-24
Tuition and Fee Payment Dates										
Due date for tuition and fee payment	3-May-23	3-May-23	5-Jun-23	3-May-23	4-Jul-23	1-Aug-23	4-Jul-23	3-May-23	30-Aug-23	8-Jan-24
End of penalty-free payment period	7-Jun-23	31-May-23	30-Jun-23	31-May-23	31-Jul-23	31-Aug-23	31-Jul-23	31-May-23	27-Sep-23	2-Feb-24
Class Add/Drop Dates										
End course-add period	18-May-23	4-May-23	6-Jun-23	9-May-23	5-Jul-23	2-Aug-23	10-Jul-23	16-May-23	13-Sep-23	19-Jan-24
End of no-record drop period	18-May-23	4-May-23	6-Jun-23	9-May-23	5-Jul-23	2-Aug-23	10-Jul-23	16-May-23	13-Sep-23	19-Jan-24
End of grade-of-W drop period	18-Jul-23	17-May-23	19-Jun-23	5-Jun-23	18-Jul-23	16-Aug-23	2-Aug-23	4-Jul-23	15-Nov-23	15-Mar-24
Tuition and Fee Refund Dates										
End of 100% refund period	18-May-23	4-May-23	6-Jun-23	9-May-23	5-Jul-23	2-Aug-23	10-Jul-23	16-May-23	13-Sep-23	19-Jan-24
End of 50% refund period	7-Jun-23	9-May-23	8-Jun-23	16-May-23	10-Jul-23	8-Aug-23	17-Jul-23	30-May-23	27-Sep-23	2-Feb-24

Last Updated: Feb 15, 2023.

NOTE: Check the University of Regina website in case schedules have been revised. <https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/academic-schedule.html>

7. Academic Calendar

Please refer to the Undergraduate Calendar for deadlines and important dates at:

<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/>

Check your appointment letter for start and end dates. Contact us/Regional Colleges if you do not know the date of your final examination. [Click here](#) to find contact information for Regional Colleges.

8. Cancellation of Class

Important note

CCE takes seriously its responsibility to provide students with the classes, seminars, and practice sessions for which tuition/fees is charged. It also seeks to minimize the inconvenience class cancellations impose on students who may travel from a distance to attend class, or may have made childcare or eldercare arrangements in order to attend class. While occasional class cancellations certainly can occur because of an instructor's/contracted staff's illness or family emergency, teaching staff should do all they can to:

- Keep class cancellations to a minimum;
- Provide the earliest possible notice of any class cancellation;
- Arrange, whenever possible, for a substitute instructor so that classes are held as scheduled;
- Arrange make-up classes as necessary.

Please notify Flexible Learning at 306-585-5804 or Flexible.Learning@uregina.ca as soon as you cancel a class.

9. Responsibilities of Instructors

1. During the first three hours of instruction in any course, the instructor will provide students with a written course outline which should include

- The contents of the course
- Any prerequisites for the course
- A list of assignments and examinations, with due dates if possible
- The grading scheme: weightings of the assignments and examinations
- The instructor's policy on attendance, if any
- The instructor's policy on late assignments and missed examinations

Any later proposed changes to the grading scheme must be circulated in writing and consented to by the students registered in/attending the course

2. During the semester and at examination time, instructors will maintain proper records of the assessments of different parts of the work subject to assessment.

3. Students' final examination papers will be retained for a period of six months.

4. Instructors will submit grades for approval of the department head or dean (as appropriate) no later than 5 calendar days (not including Sundays) after the date of the final examination, grades are to be submitted no later than 10 calendar days after the start of the Fall or Winter final examination period; or within 5 days of the start of the final examination period in Spring/Summer and other shorter parts of term.

5. For numerically graded courses, instructors are expected to submit/enter the actual grade earned in the class. 40% should be entered only if it is the actual earned grade.

6. At least 75% of the work used to arrive at a student's grade should be of such a nature that it can be reassessed by an independent examiner. When an instructor wishes to deviate from established practices, and especially when methods of evaluation may make it impossible to follow these recommendations, such evaluation methods must be approved by the dean.

7. Practicum supervisors are encouraged to adopt a method of evaluation that provides continuous information to students on their performance during a practicum.

All supervisors are responsible for maintaining all the documentation on which the evaluation is based.

8. Instructors are expected to conduct their courses in such a way as to obtain evidence of student writing skills, in term papers, essays, reports, or other written work, and to demand competence in writing for a passing grade.

9. Instructors will report suspected cases of academic misconduct in courses that they are teaching to the dean or designate of the faculty offering the course.

Important to know

- The **instructor responsibilities are found on page 43** of the UofR Academic Calendar.
- For more information please see section 5.2 of the University of Regina's Undergraduate Calendar.

10. Textbooks

Please contact your faculty or department office as soon as possible to order your text(s) or to indicate a textbook does not need to be ordered. **A requisition must be entered whether or not you order a text(s).**

The University of Regina Bookstore is located in Room 138, College West Building or visit our website at: <https://www.bkstr.com/ureginastore>

Students can access their textbook list and purchase textbooks online at <https://www.bkstr.com/ureginastore>

OR may call the University of Regina Bookstore toll free at 1-888-478-2665 or 306-585-4582. Once ordered, students will be sent their textbook(s) by mail, or courier.

Key Takeaways

NOTE: **Northlands College** – Students registered through Northlands College for a University of Regina course at **La Ronge, Creighton and Buffalo Narrows** may be able to **purchase their textbooks** directly from **Northlands College** (306-425-4314).

- **TEXTBOOKS:** Instructors should contact the department/faculty of which the course they are teaching is offered by for course content, coverage and expectations, etc.
- Instructors should contact the department/faculty of which the course they are teaching to order textbooks.

II. Information Services

Information Services provides computing, audio-visual, and printing services to the University of Regina. They are committed to providing high quality technology infrastructure and support service to the University that is sustainable, is based on an agreed to a set of standards and expectations with the University community, and equitably balances expectations to the resources made available by the University to provide service.

Finding IS important links

Contact IT support for technology related problems. To contact IT, reset passwords or other accounts issues, visit: <https://www.uregina.ca/is/contact/index.html>

Examples IS website support:

Accounts

Activate/Re-Activate account

Change Password

Find Username & Password

Forgot Password for uregina.ca username

Forgot PIN for UR Self-Service

Diagnose Account Problems

Resources

Downloads

FILR Access

UR Courses

UR Self-Service

Webmail

Wireless Setup

12. UR Self-Service

Using UR Self-Service instructors can:

- Access personal information
- Access pay information and tax forms
- Access offer letters

To access your UR Self-Service go to:

https://banner.uregina.ca:17023/ssbprod/twbkwbis.P_WWWLogin

most login links can be found through uregina.ca website

13. UR Courses

As an instructor you will be given a University of Regina email account. Instructors who wish to use UR Courses must complete the faculty request form on the UR Courses website to request access. Directions on how to complete the request form can be found at: <https://www.uregina.ca/urcourses/instructors/requestguide.html>

Information for instructors including the Course Request Form, Instructor Guides and Training can also be found at: www.uregina.ca/urcourses/instructors/index.html

Manuals for UR Courses are available at: www.uregina.ca/is/training/manuals/u-of-r-software.html

Resources and support can be found here

14. Email for Instructors

As an instructor you will be given a University of Regina email account. In accordance with the University of Regina policy on Freedom of Information and Protection of Privacy,

all correspondence pertaining to student matters must be communicated through a University of Regina email address. All faculty and university related emails will be sent to your University of Regina email address. This email address is also used to notify you of course cancellations and other important information. If you choose not to use this email, you must have it forwarded to an email account you use.

For information please go to:

www.uregina.ca/is/staff/groupwise-email

15. Class Lists

By the first class, all instructors should be able to access the class lists through DOME (Dynamic Online Mark Entry), formerly Web Mark Entry at www.uregina.ca/student/registrar/web-mark-entry.html.

Remind your students that if they are not properly registered, they will not receive a grade for the course. An Instructor's manual, login information, and other information can be found on the website. You can also access class lists under participants on URCOURSES. If you are not able to access DOME, please contact your home faculty or department.

16. Duplication of Course Materials

Please contact Flexible Learning at (306) 585-5804 or Flexible.Learning@uregina.ca regarding the process for duplication of course materials.

17. Student Accessibility

The University of Regina strives to provide a fair and supportive learning environment for students with disabilities. To this end, the University seeks ways to develop and provide services which support the endeavors of students with disabilities.

University Administration and Faculty

At the beginning of each semester, instructors are expected to ask students with disabilities to contact them to discuss the relevant supports listed in their individual Accommodation Letters. All communication with students with disabilities should be private and confidential.

Please note:

The Centre for Student Accessibility has removed the accommodation letter request deadline as of Fall 2022. This deadline, which typically coincides with the deadline to drop courses with a grade of W, has largely been in effect to allow sufficient time for faculty to arrange exam room bookings. However, since the Accommodations Test Centre is open, we have deemed this to be an out-dated practice that no longer serves student needs. This change means that instructors may receive a student Accommodation Letter from the CSA at any point throughout the term.

The following paragraphs should be included in the course syllabus:

“The Centre for Student Accessibility upholds the University’s commitment to a diverse and inclusive learning environment by providing services and supports for students based on disability, religion, family status, and gender identity. Students who require these services are encouraged to contact the Centre for Student Accessibility to discuss the possibility of academic accommodations and other supports as early as possible. For further information, please email accessibility@uregina.ca.”

Students who need these services are encouraged to register with the Centre for Student Accessibility to discuss academic accommodations and other supports as early as possible. Please book an appointment with an **Accessibility Advisor** by calling (306) 585-4491 or email: accessibility@uregina.ca. For further information on what is required to register and receive academic accommodations, please explore the website:

Welcome to the Centre for Student Accessibility | Centre for Student Accessibility, University of Regina
(uregina.ca)

Faculties are expected to develop procedures for implementing this policy which are consistent with their internal goals and needs. Deans of Faculties or their designates and instructors are responsible for reviewing specific requests and determining the process for implementing accommodations.

If disputes arise, Student Affairs and the Dean (of the instructors’ Faculty) will assist the student and instructor in

coming to an agreement. If agreement is not reached through mediation, a decision will be made by the Vice President (Academic). Instructors are expected to maintain records of major accommodations to teaching procedures and to provide copies of these records to the Dean of the Faculty offering the course to assist those involved in future cases of a similar nature.

Limitations

This policy has been developed to assist students attending courses at University of Regina and affiliated institutions. Paskwaw Tower 119 within the Student Wellness Centre, University of Regina
Regina, SK. S4S 0A2

Voice/TTY/Variable Volume

306-585-4491 Fax: 306-585-5650 Email: accessibility@uregina.ca

www.uregina.ca/student/accessibility/

18. Request for Student Accessibility: Regina, Saskatoon and Off-Campus Students

Centre for Student Accessibility

Students who require special supports in class or for writing exams, are able to obtain accommodations through the Centre for Student Accessibility (CSA), using an online system, known as *Accommodate* – only the student and the instructor have access to this software. This program allows both students and instructors to view and apply for additional accommodations, submit letter requests and alternate format requests all through an online portal: <https://uregina-accommodate.symplicity.com>. Please see the following links for both an instructor and student guide on how to use Accommodate. There is also a short video showing students how to navigate the system. These resources are also available in Accommodate under the “Resources” tab. Requests for Accommodations for Regina Students

*Requests for Accommodations for **Regina** Students*

All arrangements for exam accommodations approved by the Centre for Student Accessibility will be arranged by the Test Centre.

The instructor at the Regina Campus does not need to contact the SW Student Services office, or provide them with a copy of the student accommodation letter, unless they need help implementing a particular accommodation in the classroom (i.e. provide a padded chair etc) or there are special circumstances. Accommodations for exams will be discussed and agreed upon between the student and the instructor and subsequently, space can be booked within the Accommodations Test Centre by accessing the Accommodate system: <https://uregina-accommodate.symplicity.com/>. **Note:** The **Accommodations** Test Centre is not available for **students** located outside of Regina.

*Requests for Accommodations for **Saskatoon** students*

All arrangements for accommodations approved by the Centre for Student Accessibility will be arranged by the instructor, with assistance of Accessibility Advisor if required. **The Accessibility Advisor is Chrystal Herrem.**

Once the student and instructor have connected and the details confirmed, the instructor can determine if she/he can cover the accommodations or if Chrystal's services are required. To request Chrystal's services, please send an email to sw.studentservices@uregina.ca

Note: The Test Centre is not available for those located outside of Regina.

Requests for Accommodations for Distance Students

All arrangements for accommodations approved by the Centre for Student Accessibility are arranged between the student and the instructor. The instructor can make arrangements directly with the location the class is being taught as each location may have different protocol in place.

Implemented Aug 2021

19. TA Zoom Chat Best Practices

Some logistics before Starting Class:

- You joined with your camera off and your audio muted. If you unmute yourself at any time, please remember to re-mute after speaking.
- Why? We can all hear your typing and conversations when you aren't muted.
Avoid the echo! If you have the option, please use headphones or a headset. If you are on the phone, please turn your computer speakers all the way down. We can get an echo when the phone picks up your computer audio.
See your controls by hovering your mouse at the bottom of the screen. You can chat and see the other participants via these controls

Tips on dealing with background noise from unmuted phone:

- Identify the phone that is the possible culprit.
- Universally mute people if you have that control.
- You might have to stop the speaker and mute everyone and then unmute the speaker with this option.
- Ask everyone to mute their phones or devices.

PART IV

REIMBURSEMENT OF EXPENSES

20. Travel Policy

Policy: Employees or other individuals may be required to travel on university business. The University has processes in place to accommodate University-related travel in the most cost effective manner and to reimburse personally incurred travel expenses. Travel must be approved in advance by the budget authority for the account the travel will be charged to.

This policy outlines the University's position on University travel, including travel related to research grants, University contracts, prospective employees, and visiting speakers or lecturers, etc. This policy applies regardless of whether the travel is charged to an operating account, a research account or any other account administered by the University.

Note that researchers need to be aware of the particular restrictions of their grant or contract and need to follow the regulations pertaining to those agreements in addition to the University regulations.

For more information about travel policy [click here](#).

2I. Travel Authorization

The travel authorization form must be submitted prior to travel. Only one form is required for the semester, and must be signed and submitted before your travelling begins. Completing and submitting this form provides an extra level of insurance. The travel authorization request form can be downloaded by clicking on the following link: [travel-authorization-form](#)

Key Takeaways

Employees are required to complete a travel-authorization-form prior to departure on University travel. The only exception is out-of-scope employees with a pay grade of 10 or higher, who do not have to complete the form since they **have 24 hour** insurance coverage.

NOTE: Reimbursement related forms can be accessed through UR source.

22. Travel Expenses

Travel expense claims may be submitted monthly or altogether at the end of the semester to:

Central Business Services, CCE

CBS.CCE@uregina.ca

University of Regina

Regina, SK S4S 0A2.

Please submit all travel expense claims two weeks after the end of part of term (POT) date for the spring and summer semesters. Original receipts for ALL expenses incurred MUST be attached to the claim form. Only one form is required per claim. If more than one trip is claimed, indicate the dates for each trip on the form or on an attached sheet. If you use your own car, you will be reimbursed at the rate of 42 cents per kilometer for your travel to and from the course location. Please refer to our website for a mileage chart based on an official highway map from Saskatchewan Highways and Transportation to assist you with mileage calculations.

<https://www.uregina.ca/cce/flexible-learning/assets/docs/pdf/faculty-support/mileage-chart.pdf>

Instructors who are **travelling** to instruct a course **receive** an additional “**travel allowance**”. This allowance is intended to compensate instructors for time spent travelling and they are entitled to claim mileage as well. Click here to download claim form. The form can also be found through URSource login at: <https://ursource.uregina.ca/fs/forms.html>

Download the Claim form instructions here.

You may complete this form, print it off and submit it to our office. Please be sure to sign the form. Please contact Central Business Services at cbs.cce@uregina.ca/306-585-5720 with any questions.

Related Information

- Supply Management Services – Travel (requires employee login to URSource)
- Travel Authorization Request Form (requires employee login to URSource)
- Reimbursement Claim form (requires employee login to URSource)
- Direct Deposit Authorization Form (requires employee login to URSource)
- EMP-050-010 Travel Insurance

23. Claiming Expenses: Hotels, Meals, Mileage, Transportation and Other Expenses

Claiming expenses

Expenditures must be charged to the University's fiscal year to which they pertain. The University's fiscal year end is **April 30**. All claims for reimbursement of expenditures incurred up to April 30 must be submitted to Financial Services by the third business day after April 30. There is no obligation for the University to reimburse claims received after the third business day in May for expenses incurred prior to April 30. In addition, certain federal granting agencies have March 31 fiscal year ends. For expenditures being claimed for reimbursement from those grant funds, claims for reimbursement of expenditures incurred up to March 31 must be submitted to Financial Services by the third business day after March 31.

Travel Authorization

Employees are required to complete a travel-authorization-form prior to departure on University travel. The only exception is out-of-scope employees with a pay grade of 10 or higher, who do not have to complete the form since they have **24** hour insurance coverage.

Claim Form instructions can be found at: Claim-Form-Instructions.

Detailed Travel Policies can be found at:

<https://www.uregina.ca/policy/browse-policy/policy-EMP-050-005.html>

Claim Form instructions can be found at: Claim-Form-Instructions.

Detailed Travel Policies can be found at:

<https://www.uregina.ca/policy/browse-policy/policy-EMP-050-005.html>

HOTEL

Indicate the actual hotel expenses paid including all taxes in the first column. Indicate amount of GST paid in the fourth column. The actual itemized paid hotel bill must be attached to the travel claim.

MEALS

Travelers may claim the lesser of reasonable and actual meal costs. Actual meal costs must be supported by paid receipts and must be reasonable. The University has established per diem amounts for reimbursement of meals while traveling which are considered reasonable without presentation of paid receipts. The per-diems are the maximum allowed to a traveler if unsupported by receipts; if actual expenditures are less, the lesser amount must be claimed.

MILEAGE

If you fill in the reimbursement claim form online, the amounts will auto-fill once you've added the kilometers or manually enter kilometers in box and amount will be calculated at Central Business Services.

BUS AND TAXI

Please include original receipts or ticket stubs.

HOTELS AND MEALS

If these expenditures are necessary, you will be reimbursed by including them on your Reimbursement Claim. Original itemized (not debit/credit card receipt totals) receipts must be attached for all hotel and meal expenses. Some hotels have reduced rates for University personnel. Please check with the hotel when you register and indicate that you work for the University of Regina. You will be required to pay GST on most travel expenses, including hotel, meals, mileage, and taxi, and then claim reimbursement from the University. Please ensure that the GST registration number appears on your receipt.

OTHER EXPENSES

If you find it necessary to incur other expenses, please notify the Central Business Services, CBS.CCE@uregina.ca/306-585-5720 before these are made, and we will work out the necessary arrangements.

PART V

EXAMINATIONS

- Midterm and Preliminary Exams
- Photocopying of Final Examinations
- LIVE-Streamed and Online Exam Invigilation-(refer to 5.6.5.1 of the Undergraduate Calendar)
- Retention of Papers
- Deferral of final Examinations AND/OR Term Work Grounds for Deferral
- Deferrals
- Final Examinations Returns
- Faculty Exam Resources

24. Midterm and Preliminary Exams

- Instructors are free to select the date(s) of any preliminary examinations they wish to give.
- These examinations will be conducted by the instructors during the scheduled course periods.
- All preliminary examinations are to be typed and photocopied by the department under which the course is taught.
- Examination booklets are to be obtained through the department under which the course is taught.
- **For LIVE-streamed and online courses, midterms and quizzes will be online and will not be invigilated.**
- Examinations are scheduled during the regular examination period as published in the Undergraduate Calendar. If it is necessary to hold your examination outside the normal examination period, please refer to section 5.7 of the Undergraduate Calendar.

25. Photocoping of Final Examinations

- Examinations are to be typed and photocopied by the department under which the course is taught, with the exception of online and televised courses.
- All examinations are to be typed on 8 1/2 x 11 plain white bond. The course I.D., instructor's name, semester, length of examination (in hours) and centered page number, must be on each page. Instructors must indicate on the examination paper whether or not they want the question paper handed in at the completion of the examination.
- Instructors are required to be present for their examination(s).

26. Retention of Papers

During the semester and at examination time, instructors will maintain proper records of the different parts of the work subject to assessment. Students' final examination papers will be retained by your academic department for a period of six months.

27. Deferral of final Examinations AND/OR Term Work Grounds for Deferral

Extensions of deadlines for completion of assignments or writing of final examinations may be granted to students on the basis of illness, or accident, or other extreme and legitimate circumstances beyond their control.

28. Deferrals

Authority to Approve Deferrals

The authority to approve deferrals of term work (assignments and mid-term examinations) within the semester belongs to the instructor of the course. All deferred work must be completed by the date of the final examination (or, if there is no final examination, by five days after the end of lectures) in order to allow the instructor to submit grades promptly.

In the case of mid-term examinations, the instructor may assign a make-up examination or may transfer the weight of the examination to another examination or assignment, including the final examination. Some faculties have regulations governing this process.

The authority to approve deferrals of final examinations and/or term work beyond the date of the final examination belongs to the dean of the faculty in which the student is enrolled. In practice, this authority is normally delegated by the dean to the faculty office (or, for students registered through a federated college, to the college's academic or registrar's office). Special students (accelerated, casual, visiting) should apply to the University Registrar.

Applying for A Deferral Beyond the End of the Semester

- Students should notify their faculty or college and their instructor as quickly as possible if they are unable to write the final examination or otherwise complete the course.
- Communication by telephone or email is acceptable. Requests for deferral received more than two weeks after the final day of the examination period will be denied.

Key Takeaways

- The authority to approve deferrals of term work (assignments and mid-term examinations) within the semester belongs to the **instructor of the course**.
- The authority to approve deferrals of final examinations and/or term work beyond the date of the final examination belongs to the **dean of the faculty** in which the student is enrolled.

Supporting Documentation

Students should expect that supporting documentation will be required and must be submitted before a deferral is approved. For illness or accident, supporting documentation will take the form of a certificate or letter from the attending physician clearly indicating the start and end dates of the illness and the student's inability to write an examination, to complete assignments, and/or to attend classes, as relevant to the particular request. The University's recommended medical certificate form is available from faculty and college offices and the Registrar's Office, or may be printed from the web at: www.uregina.ca/student/registrar/assets/docs/pdf/forms/medical_certificate.pdf.

For other circumstances, students should consult their faculty or college office about acceptable forms of documentation.


29. Final Examinations Returns

Council regulations state that examination results are to be reported to the Office of the Registrar within five calendar days after the writing of the examination. Instructors have the option of informing students of their final marks, but it must be indicated that these are “unofficial”. Only the faculty office and the Office of the Registrar can issue final marks.


30. Faculty Exam Resources

The Registrar's Office has developed exam invigilator guides for faculty.

Exam Invigilation


Exam Invigilation Workshop 

If you are invigilating an exam in a classroom, please use this guide:

Exam Invigilation Guide (Classroom Exams) 

Exam Security Protocol

To learn more about our exam security protocol, refer to this document:

Exam Security Protocol 

Exam Incident Report

Exam Incident Report 

Exam Incident Report 

PART VI

GRADES

This part will introduce you to the grading system at the University of Regina.

- Evaluation
- Grade Roster/DOME
- Grading System
- Grade Changes
- Informal and Formal Reassessment of Grades
- Final Grades Submission Deadlines

31. Evaluation

During the first six hours of instruction of any course, the instructor is required to provide students with a written statement of the general basis of evaluation.

There is no Council regulation regarding the amount the final examination mark must count toward the final grade received; however, the final examination is normally a significant proportion of the final grade. **The instructor should discuss** this matter with the **head of his department**.

32. Grade Roster/DOME

DOME (Dynamic Online Mark Entry) is a new mark entry system that retains the same functionality as Web Mark Entry but greatly improves the underlying infrastructure and provides a more modern user interface. It enables faculty members to view courses assigned, view class rosters, and enter/submit final grades for approval. All historical information has been migrated to DOME so that you are able to view previous terms/years.

For more information about DOME visit www.uregina.ca/student/registrar/web-mark-entry.html to access the login, the DOME instructor manual, grade information, submission due dates, and other information.

- DOME manuals are located within the DOME – Help menu.

For assistance with UR Courses, either visit the UR Courses web page or contact IT Support at 306-585-4685.

To ensure that an instructor is correctly entered on the system, the following information is necessary: first and last name and middle initial, date of birth and complete mailing address.

DOME inquiries can be directed to the Registrar's Office.

Phone: (306) 585-4173

E-mail address UofR.Grades@uregina.ca

www.uregina.ca/student/registrar/web-mark-entry.html

33. Grading System

As an Instructor, only assign grades listed below:

Percentage Values (00% – 100%)

AG – Aegrotat Standing

AU – Audit, no credit

IP – In Progress (first semester of two-semester class) C – Credit

N – No Credit

P – Pass Standing

F – Failure

NP – No Paper (Failing Grade – follow rules)

- **IN (Incomplete) NOT TO BE ASSIGNED BY INSTRUCTORS.**

See regulations on Page 12 of this Guide under Deferral of Final Examination and/or Term Work. Final grades must be reported by the end of the next regular semester.

- **DE (Deferred) NOT TO BE ASSIGNED BY INSTRUCTORS.**

See regulations on Page 12 of this Guide under Deferral of Final Examination and/or Term Work. Final grades must be submitted by the Dean of the subject area by the end of the next regular semester.

- **NP (No Paper)** When a student fails to write the final examination or fails to complete a mandatory component of a course, or has not been attending courses, a non-numeric grade of NP must be assigned. In the calculation of WPA's, grades of 40% – 100% will be used as recorded. Non-numeric and grades in range of 0 – 39% will be treated as 40%.
- **W (Withdrawn from Course) NOT TO BE ASSIGNED BY INSTRUCTORS.** Any student who has formally withdrawn from a course will not appear on the Grade Roster but will appear on Grade Confirmation, student's history file and transcript. If you require further information on grading procedures, please contact the Web Mark Entry Clerk (306-585-4173) or the Transcripts Clerk (306-337-2483).

34. Grade Changes

If you find it necessary to assign a grade **different** from that which was **originally** assigned and approved on Web Mark Entry, you must then use an official Grade change Form (contact your department or faculty office). The Grade Form must be signed by the Department Head and Dean of the faculty. It will then be forwarded to the Registrar's Office to be officially changed. If you are unsure about what grade to assign, please read the section on 'Grading System' and consult with your department head or dean.

Grade Change Form:

The form can be found at:

Grade_Change_Form.pdf (uregina.ca)

Note that only the current official Grade Change Form will be accepted.

35. Informal and Formal Reassessment of Grades

Students have the right to request the reassessment of any grade, including a grade in a practicum course.

WHILE THE COURSE IS IN PROGRESS

A student who disagrees substantively with the grading of a piece of term work may ask the instructor to regrade it. If the grade is lowered or remains the same, the student may appeal to the head of the department offering the course (or, in non departmentalized faculties, to the dean or designate).

WHEN THE COURSE IS FINISHED

Informal Reassessment

A disagreement over a final grade should first be discussed with the instructor. The instructor will review the grading records and, if an error is found, the grade will be changed accordingly. A student who is unable to contact the instructor should contact the department head.

Formal Reassessment

If informal discussion fails to resolve the disagreement, the student may formally appeal for reassessment by submitting the following to the Registrar's Office:

1. a completed Reassessment of Final Grade form which may include a letter requesting reassessment;
2. the fee for reassessment (the fee will be refunded if the grade is raised by at least 5% as a result of the reassessment);
3. the original (graded) copy of all term work.

The Registrar's Office sends the materials to the head of the department offering the course (or, in non-departmentalized faculties, to the dean or designate). The reassessment is first made by the original instructor, if available. If this does not result in a higher grade, a reassessment is made by one or, if possible, two other instructors in the same discipline. The department head, dean, or designate advises the Registrar's Office of the result of the reassessment, and the Registrar's Office notifies the student. A student who is unsatisfied with the result of the reassessment may discuss the matter with the Associate Vice-President (Student Affairs), Dr. William Riddell Centre Room 251, telephone (306) 585-4743, who will advise the student if there are any avenues for further appeal.

Deadline for Requesting a Reassessment

Formal requests for reassessment must be initiated by the student within 6 weeks of the date that the grade is posted to his or her web record.

PART VII

UNIVERSITY LIBRARY

IMPORTANT COPYRIGHT INFORMATION

The use of copyright protected works is a regular part of research, teaching, and learning. The University of Regina and its federated colleges encourage all members of the university community to ensure that in the exercise of their user rights, the rights of creators are also respected in accordance with the Copyright Act. It is the responsibility of each individual to ensure compliance with the Copyright Act as well as university policies, guidelines, and licensing agreements. Please visit the University of Regina's Copyright website at: www.uregina.ca/copyright

General Copyright Questions

E-mail: copyright@uregina.ca

Phone: 306-585-4642

31. Off-Campus Library Service

32. Library Services for Distance Faculty/Staff/Students

33. Library Support Services for Distance Education Faculty/Instructors

34. Library Instructions

36. Connection from Off Campus

When you access electronic library resources off campus, you will reach **this authentication page**.

Login with your **University of Regina username and password**.

Off Campus Access FAQs

37. Off-Campus Access to Library Electronic Resources

In order to access Library electronic resources from off-campus, faculty, staff, and sessionals are required to use their uregina.ca username/password, which are assigned and maintained by Information Services. The uregina.ca username is also used for logging into URcourses, GroupWise, Banner, etc.

Existing faculty, staff, and sessionals who are having difficulty accessing online library materials are encouraged to confirm their login credentials using the IS account diagnostic portal before contacting library staff.

The portal is available at: <https://novapp.cc.uregina.ca/perl/diagnose.cgi>. If there is an issue with a uregina.ca login, contact IT Support for assistance: IT.support@uregina.ca.

If you have a new sessional, staff, or faculty member, the faculty or unit will need to request that IS set up the individual's uregina.ca username/password and credentials.

Archer Library Administration Office

Dr. John Archer Library and Archives

University of Regina

3737 Wascana Parkway, LY 610

Regina, SK S4S 0A2

Phone: +1.306.585.4295

Fax: +1.306.337.2401

Email: archer.admin@uregina.ca

38. Off-Campus Library Service

Off-Campus Library Service (University of Regina Education at a Distance) is a UofR Library service that delivers library materials to your home- free for eligible students and faculty.

You can find all information about Off-Campus Library Service by clicking [here](#)

Once you are on the page, you will click on the tab/s of the specific information you are looking for.

For information about requesting items, or materials being mailed to you:

Email: library.help@uregina.ca

Mail: Archer Library, University of Regina, 3737 Wascana Parkway, Regina, SK S4S 0A2

PART VIII

STUDENT ACCOUNTABILITY AND RESPECTFUL UNIVERSITY

39. Student Accountability

Students registered at the University of Regina are expected to behave responsibly and with propriety and are expected to abide by the policies and regulations of the University of Regina. When students fail to meet these expectations, the University reserves the right, under the University of Regina Act, to take whatever action it deems warranted by students' misconduct. The University will concern itself with misconduct including – but not limited to – the following examples:

Academic Misconduct

i) Cheating: This includes but is not limited to dishonest or attempted dishonest conduct at tests or examinations, in which use is made of books, notes, diagrams or other aids not authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.

ii) Plagiarism: This includes but is not limited to the presentation or submission of the work of another person, without citation or credits, as the student's own work. Plagiarism is that form of academic dishonesty in which one person submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others; however, whenever such thoughts or writings are used in students' work, the author and source must be clearly acknowledged through footnotes, endnotes, or other accepted practices. Substantial plagiarism exists when there is no recognition given to the author for phrases, sentences, thoughts, code, or arguments incorporated in written work or software.

Complete plagiarism exists when a whole essay or piece of software is copied from an author, or composed by another person and presented as original work. Unless prior approval has been obtained, a similar situation is created when the same essay or software is submitted for credit in more than one course. All forms of academic dishonesty, including misrepresentation in essay work, are considered serious offences within the University community.

Disruption of Instructional Activities

This includes student conduct which makes it difficult or impossible to proceed with scheduled lectures, seminars, laboratory sessions, discussion group meetings, and related activities, and with examinations, tests or use of library facilities.

Damage to Property and Assaults on Individuals

This includes student conduct which leads to damage to or theft of University property or the personal property of members of faculty and staff, or of fellow students. It also includes assaults on any member of the University community. For more information on Student Accountability, please refer to the University of Regina Undergraduate Calendar, available online at:

<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/index.html>

40. Respectful University

The purpose of this policy is to support a respectful workplace and learning environment through the prevention and swift resolution of harassment and discriminatory incidents.

This policy focuses upon the rights and obligations set out in The Saskatchewan Human Rights Code. It also covers certain anti-harassment obligations set out in The Occupational Health and Safety Act, 1993. Managers, employees and students of the University of Regina are expected to take all complaints of harassment seriously.

The University will implement, maintain, promote and further develop this policy in order to promote a productive and respectful workplace and to prevent and stop harassment.

This Policy covers:

1. Harassment
2. Personal Harassment or Bullying
3. Discrimination
4. Systemic discrimination

This policy applies to members of the University, which in this policy includes:

1. employees (faculty, staff and student employees),
2. students,
3. all people who teach and conduct research at the University, and
4. all members of university committees (including the Senate and Board of Governors).

Third parties are expected to conduct themselves in a manner consistent with this policy. Compliance with this policy shall be deemed to be an implied term of all contracts and agreements with the University and is a condition of access to the University.

Key Takeaways

- This policy focuses upon the rights and obligations set out in The Saskatchewan Human Rights Code.
- It also covers certain anti-harassment obligations set out in The Occupational Health and Safety Act, 1993.
- For more information on, please refer to: <https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>

PART IX

REMOTE TEACHING RESOURCES

Basics of **remote** instruction; Planning your course; Asynchronous and Synchronous **learning**; Assessment; Mitigating cheating; Humanizing your course etc.

Topics included:

- Resources and Support
- Suggestions when Using PowerPoint in Zoom
- Remote Proctoring

4I. Resources and Support

- Resources – <https://www.uregina.ca/remote-teaching/resources.html>
- Support – <https://www.uregina.ca/remote-teaching/support.html>
 - Zoom drop in sessions
 - URCOURSES ticket form
- Instructor and Student User Guides: <https://urcourses.uregina.ca/guides>
- RCIO: Regional College Instructor Orientation (UR Courses site): <https://urcourses.uregina.ca/course/view.php?id=17760>

Regional College instructors will be given access to this course where they can access the remote teaching resources above, see sample activities like assignments, quizzes and forums and post questions to a forum

- Zoom virtual backgrounds: <https://www.uregina.ca/remote-learning/zoom-backgrounds.html>
If using a virtual background on Zoom, objects will not appear beside or behind you.

42. Suggestions when Using PowerPoint in Zoom

GREGORY BAWDEN

- Leave visuals on the screen for a longer time than you would in a face-to-face class. It may take more time for students to view and read the material on the screen.
- Use high contrasting colors for slide backgrounds and text – Light print color text on a dark background. (i.e. white with black text or blue background with white text).
- Purposely leave some words out the slides so students need to attend class and take notes.
- Post a PowerPoint recording with audio and/or PowerPoint file without audio to UR Courses for student review.

43. Remote Proctoring

The University of Regina has recently purchased a license to the ProctorTrack remote proctoring platform, which provides a system for verifying identity, and monitoring timed remotely delivered exams administered via UR Courses. This remote proctoring option allows University of Regina students to continue with remote learning in the current environment. This remote proctoring tool will be only used for invigilating exams and investigating suspected academic misconduct cases.

General Questions and Answers:

[Click here](#)

44. Add Course Summary

A course summary can be provided to students in advance, or in place of, access to the full course. The summary can contain images, links, and even attached files. The course summary is always available to students, even when the course itself has been made unavailable. To update the course summary for your course, please follow the steps you will find by clicking on the following link: https://urcourses.uregina.ca/guides/instructor/courseadministration#course_summary

Appendix

For instructors that are teaching LIVE-STREAMED courses, you can access a **LIVE-Streamed instructor guide** by clicking [here](#).