

## General aspects related to the Teaching of the Course 2020/21 generated by the situation of sanitary emergency of the Covid-19

This document complements the [“Specific measures to prevent contagion and its traceability in the School of Roads during the health emergency Covid-19 \(course 2020-2021\)”](#)

Teaching will be mostly face-to- **face**. Non -contact form is only guaranteed **if**:

- a) **the capacity** of the classroom is exceeded
- b) whether **teachers or students** in the group should be **confined**
- c) in the case of **master's degrees**, if there are foreign students who have not been able to travel to Barcelona due to the restriction of flights or visas.

The streaming will be by Google Meet and will be done in the classes that meet the above conditions, not in all classes.

Therefore, it is recommended that you create a Google Meet session that retains the same code for each subject and for each class group, so that you can use it when needed.

### A- Classroom equipment

In general, the classrooms indicated in the table are equipped with a system of cameras and microphones to be able to broadcast the class in streaming. showing both the whiteboard and the projector.

Classrooms not listed in the table will be equipped with a webcam to capture the image of the teacher (who must be in front of the camera) and the screen of the classroom computer can be shared to show presentations. (will not see the board).

CLASSROOM	CAPACITY	TYPE / SIZE	ROOM TYPE
A1001	144	Amphitheater	Minnray
A1002	144	Amphitheater	Minnray
A1101	50	Petite	Polycom
A1102	80	Average	Polycom
A1104	64	Average	Polycom
A1105	64	Average	Polycom
A1202	64	Average	Polycom
A2101	48	Petite	Polycom
A2102	76	Average	Polycom
A2001	144	Amphitheater	Minnray
A2002	144	Amphitheater	Minnray

A2104	64	Average	Polycom
A2105	64	Average	Polycom
A2202	76	Average	Polycom
A2204	64	Average	Polycom
A2205	64	Average	Polycom
B1001 (B)	80	Average	Polycom
C1001 (B)	70	Average	Polycom
D1101	39	Computers	Polycom

### **B- Retransmission of the face-to-face class by streaming due to problems capacity**

- 1) Computer rooms A2S111 and A2S110 will be used as generic mirror classrooms, accommodating students from various groups and subjects, who will be able to follow their class on the computers in the room. In these classrooms, each student must bring their own headphones to listen to the class. If in a specific group the  
  
need a mirror classroom for many students, one will be enabled where the Google Meet session is projected and can be heard over the loudspeakers.
- 2) Once the capacity of the classroom is full or when the class has started, the students who arrive later will not be able to access the classroom (in no case will they be able to sit in the places not allowed). If the reason is that capacity is full and therefore the class is streamed, students will be able to move to the mirror classroom.
- 3) To stream from the classroom, it is recommended that you always enable the **same Meet classroom** for broadcasts from the same group. You can have this classroom posted on Athena as a link, or create an invitation in Google Calendar that is repeated throughout the course with an assigned Meet classroom, and invite all students enrolled in that group, and so they will stay in the your agenda.
- 4) However, Meet sessions will only take place if some are met of the conditions indicated at the beginning of the document.
- 5) The classroom camera shows the board with the teacher and should share the screen so students can see the projector on the Meet.
- 6) If you want to use the projector and it is streaming, it is recommended to share the screen with "full screen".
- 7) The Meet class can be recorded, but the system itself chooses the Meet recording image (whiteboard or shared screen). In order for it to record the whiteboard when we want, we have to stop sharing the screen and when we want it to record the projector, then share the screen again.  
You will find the details in the "Guide to the operation of hybrid classrooms of Camins" that will be sent to you by the computer services of the School.

**C- Retransmission of the face-to-face class by streaming by confined students or by impossibility to access the Campus**

Students who have any type of restriction on their mobility to access the Campus or must comply with confinement, must report this fact to the teacher responsible for the subject. This will enable, during the period of the restriction, an invitation to the affected students (Google Calendar) and will be able to follow the instructions of

the previous point B.

**D- Retransmission in the classroom in person with the teacher in streaming**

- 1) For cases in which the teacher is unable to take the form class in person (for example due to possible confinement or quarantine), and for students to be in the classroom in person, the class can be streamed by Google Meet in the classroom with the online teacher.
- 2) These non-contact classes with the student in the classroom are compatible with the presence of the other classes before or after. because students will stay in the classroom.
- 3) A student (Class Delegate) will be in charge of connecting the classroom with Google Meet on your classroom computer and connect your projector. To do this, use:  
username: estudiant.aula  
password: 3 \$ T1pc20

**E- Non-contact teaching and *flipped classroom***

- 1) In case any class has to be done completely in person (teachers and students online). This will be done by Google Meet and will be convened by the teacher for Athena.
- 2) Online classes must be scheduled in coordination with the other subjects of the course so as not to interfere with the face-to-face classes. In this case, the teacher should inform the course coordinator and the Head of Studies in advance and, in order to avoid interference with face-to-face teaching, they can be scheduled in gray time.
- 3) In subjects that have traditionally been structured with the *flipped classroom method*, where there is a large amount of material in digital format available to the student, there is also the possibility of doing part of the online teaching. The role of the teacher is basically to resolve doubts about the (previous) autonomous learning of the student; and encourage the work and application of knowledge in engineering problems, with small groups of students.

**F- Consultations and tutorials**

- 1) Consultations and tutorials will be online at the time established by the teacher or by appointment.
- 2) In no case may individual inquiries be made at the beginning or end of the class.

## **G- Computer rooms**

The 2020/21 academic year begins following the **measures approved by the Resumption Phase of the Border Plan in the Governing Council Agreement CG / 2020/05/04 on 2 July 2020**, which in the case of the specific for computer classrooms imply that:

- The use of a mask is mandatory
- Only one student can work on each computer
- The classrooms are for the exclusive use of teaching. No they will be open for free access.
- Isopropyl alcohol sprayers and disposable paper dispensers are provided in all classrooms so that students can clean and disinfect the keyboard and mouse as well as the work surface.
  
- There is a container for all computer rooms materials used in cleaning.
- Students will be responsible for cleaning and disinfecting the keyboard and mouse.

## **H- Punctuality**

- 1) The teacher is the last to enter the class and when he has entered they can no longer enter more students.
- 2) Students who arrive late to class will not be allowed to enter the classroom and will not have the right to demand that the class be streamed. If the subject is being broadcast, they will be able to go to the mirror classroom to watch the broadcast. Otherwise, they will have to wait outside the building at the beginning of the next time slot.

## **I- Break between class hours**

If there is a break between classes, students cannot stay in the hallways and must leave the building in case they do not stay in the classroom.

## **J- Protocols for exams**

In order to carry out face-to-face examinations, it is necessary to minimize contact with the common material:

- Each student must bring their own writing material (pen, pencil, etc.) or calculating material (calculator). This type of material should not be allowed to be shared. Therefore, students should be reminded to be cautious to avoid malfunctioning pens or running out of batteries. • Before starting the exam, it is recommended that the student take the official exam sheets that he / she needs or that the teacher indicates. The teacher will be able to hand out the sheets with gloves.
  
- The exam statement should have been printed at least 48 hours in advance. It is recommended that the teacher hand out the statement with gloves or that the student collect the statement. In the latter case,

it is necessary to establish the procedure to do so in an orderly manner and without forming groups of people.

- Once the exam is over, the sheets to be corrected can be picked up as follows any of the following recommendations:
  - o By the teacher himself wearing gloves,
  - o The student will deposit his / her exercises to be corrected, in a box that the teacher will take and deposit in a well-accessible place in the classroom. In this case, it is necessary to do it in an orderly manner to avoid grouping people when depositing the sheets inside,
  - o The teacher will be able to open a link to the Atenea platform so that students can scan and send their exercises after completing the exam with their mobile devices.
- Please note that if you take the exams physically, the teacher will not start correcting them until after 48 hours.

#### **K- Practices and laboratories**

During the realization of the different teaching practices it will be necessary to respect all the general criteria of health security (use of mask, safety distance, ventilation, etc.) in addition to those specific aspects that the teacher coordinating the practices will communicate to the students before its realization.