

Developed in collaboration with the offices of the Provost, Academic Affairs & Faculty Development, Academic Technology, Academic Media & Digital Services and the Turnpike Team.

# ACADEMIC TECHNOLOGY STANDARDS

Approved eLearning, Unified Communications, Media Solutions & Room Standards for OUHSC

[www.ouhsc.edu/at](http://www.ouhsc.edu/at)

# The University of Oklahoma Health Sciences Center

## Academic Technology Standards

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### Article I. Conference Room & Learning Space Standard Requirements for Technology

#### Section 1.01 Requirements for all Rooms & Spaces: Distance Education (DE) & Non-DE

- All rooms must conform to current *ADA Standards for Accessible Design*, <https://www.ada.gov/>.
- Data Network Connection(s) – Wired or Wireless
- Tech Support Call sheet
- Clock
- Electrical connectivity for participant devices
- Trash can

#### Section 1.02 Conference Room/Collaboration Space Layout Guidelines

##### (a) Size and Seating Capacity – Conference Room Layout

ROOM SIZE (ft.)	CONFERENCE TABLE SIZE	SEATING CAPACITY	TV or PROJECTOR MINIMUM SIZE
15x13	72"(6')Lx48"W	4-5	60"
16x13	84"(7')Lx48"W	4-5	60"
17x13	90"(8')Lx48"W	6-8	70"
19x13	120"(10')Lx48"W	8-10	70"
21x13	144"(12')Lx48"W	10-12	80"
23x13	168"(14')Lx48"W	12-14	80"
25x14	192"(16')Lx58"W	14-16	Custom
29x14	240"(20')Lx58"W	18-20	Custom
33x14	288"(24')Lx58"W	22-24	Custom

- SEATING CAPACITY: Chart suggests a range from comfortable seating to full seating.
- SUGGESTED ROOM SIZE: Allows 56" to walk between wall & chair back, 32" to rise from table & 24" to walk.
- MINIMUM ROOM SIZE: Allows minimum of 48" to walk sideways between wall and chair back, 32" to rise from table & 16" to pass.

##### (b) Room Clearance Guidelines

- Required minimum 60" between immovable objects [2010 ADA 304.3.1]
- Recommended 30" side to side per chair
- Recommended 36" bending space to use under counter cabinets or lower shelves of bookcase
- TV or monitor viewing recommended at 30 to 45° from center of the screen.
- Wall mounted objects over 27" may not protrude more than 4" unless they extend to floor [2010 ADA 307.2]
- Wall mounted unobstructed user interfaces must be minimum 15" maximum 48" above floor [2010 ADA 308.2.1]
- Work surfaces must be minimum 28' maximum 34" above floor [2010 ADA 902.3]

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- Clearance under work surfaces must be minimum 11" deep, 27" high, 30" wide [2010 ADA 306.3]

*DISCLAIMER: These guidelines are offered for general reference purposes only. Each space planning project is unique.*

### Section 1.03      Multimedia Classroom (No videoconferencing equipment)

- All Standard Classroom requirements as detailed in Section 1.01
- Lectern or Faculty Desk – must be ADA compliant
- Projection Screen w/ Projector –16:9 format only, minimum 5000 lumen or Large 60"+ LED/LCD display (*use distance calculator*)
- Document Camera (*optional*)
- PC that meets OU-IT standards
- Sound reinforcement – Desktop audio & instructor (*Integrated Audio System*)
- HDMI laptop input
- Crestron Room Automation System\* - *Optional*  
\*Crestron touch panel design per campus standard (*see Academic Media & Digital Services for design specifics and template*)

### Section 1.04      Distance Education Enabled Classroom – Small 0 – 40 seats

- All Standard Classroom requirements as detailed in Section 1.01
- Adherence to Sections 1.02 and 1.03
- Minimum of two (2) in-room cameras – *Instructor camera, Student camera*
- Ceiling microphones or Push-To-Talk (PTT) microphones for every two seats
- Two (2) Monitors – ability to view near/far video & graphics
- Instructor microphone – Lapel and/or Lectern mic
- Crestron Room Automation System\* - *Mandatory*  
\*Crestron Touch Panel design per campus standard (*see Academic Media & Digital Services for design specifics and template*)

### Section 1.05      Distance Education Enabled Classroom – Large 40 seats and above

- All Standard Classroom requirements as detailed in Section 1.01
- Adherence to Sections 1.02, 1.03, and 1.04
- Additional monitors for video reinforcement and viewing (*see Academic Media & Digital Services for design input*)
- Push-To-Talk (PTT) microphones for every two seats

### Section 1.06      Mediasite Enabled Classroom – Additional standard requirements

*HSC OKC campus has standardized on Mediasite hardware and infrastructure for lecture/content capture, see Article III.*

- Instructor and Desktop Audio Output (*lapel microphone preferred for lecture capture*)
- Camera and Desktop Graphics
- Dedicated Ethernet port

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- Identified Mediasite administrator

### Article II. Unified Communications collaboration options

#### Section 2.01 Poly videoconferencing hardware

##### (a) Poly hardware must possess a Poly Support contract

OUHSC has standardized on Poly (formerly Polycom) hardware for all unified communications needs. OU IT Information Security mandates all Poly codecs be managed under an active Poly Support contract, which is to be renewed annually. Doing so makes the hardware eligible to receive all security patches and software upgrades. Failure to renew the contract will result in device removal from the campus Video Infrastructure.

##### (b) Approved Poly hardware

OUHSC-AT endorsed Poly hardware is listed below:

- Poly Group Series 310, 500 & 700 series codecs.
- *All Polycom HDX codecs will be removed from the Video Infrastructure on December 12, 2021.*

##### (c) Standard Poly settings

- Set for both H.323 (primary) and SIP
- Submit IT Support ticket to:
  - reserve MAC address
  - place codec on video VLAN
  - set network Ethernet port to 100 Mbps/Full duplex
- Set codec to 100 Mbps/Full duplex
- Dynamic Bandwidth is disabled
- Encryption is set to “When Available”
- Enable H.239 for content sharing

#### Section 2.02 Vendor-neutral USB Conferencing

Unified communications and collaboration (UCC) takes traditional telephony and extends the capabilities to include instant messaging, presence, video conferencing and mobile and desktop applications, enabling end users to accomplish more without being tied to one particular vendor. Vendor-neutral USB conferencing solutions can be used for Zoom, Poly RealPresence Desktop or WebEx collaboration.

##### (a) Approved Hardware Needed

- All-In-One (mic, camera, speaker): Poly Studio, Crestron, Owl Labs
- Converter (existing audio and camera to USB): Blackmagic
- PTZ Camera: HuddleCam, PTZOptics, Atlona
- Audio: Vaddio, Biamp

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### (b) Approved Software

#### (i) Poly RealPresence Desktop

Poly RealPresence Desktop is an easy-to-use H.323 and SIP video collaboration app that provides HD quality audio, video and content sharing for Windows and Mac users.

- More information: <http://www.polycom.com/products-services/hd-telepresence-video-conferencing/realpresence-desktop/realpresence-desktop.html>. Contact AT for account setup & login information.

#### (ii) Zoom “Basic” or “Pro”

OUHSC Zoom web videoconferencing is a comprehensive and inexpensive cloud-based video conference platform that is intuitive and effective. This service allows you to share your screens, locally record conferences, whiteboard and annotate collaboratively. OUHSC Zoom can also be connected to Polycom conference room systems, ensuring that OUHSC videoconferencing hardware and software are working in tandem.

The purpose of OUHSC Zoom web videoconferencing is to serve as an online service by which you can hold live meetings, conferencing, presentations and trainings via the internet particularly on TCP/IP connections. You can connect to the conference by using your computer’s speakers and microphone through a VoIP connection.

- Zoom “Basic” license (PeopleSoft Title “Temp” or “Temporary”)
  - Zoom “Basic” user as a participant, meeting timeout is at 24 hours
  - Zoom “Basic” user as a host w/ 1 participant, meeting timeout is at 24 hours
  - Zoom “Basic” user as a host w/ 2 or more participants, meeting timeout is at 40 minutes
  - Zoom “Basic” user **CANNOT** be delegated an alternative host
  - Zoom “Basic” user **CANNOT** assign others to schedule and schedule on behalf of
  - Zoom “Basic” user **CANNOT** schedule a meeting that requires participants to register with their email, name, other questions and custom questions
- Zoom “Pro” license (PeopleSoft Titles “Faculty”, “Staff”, “Student”, “Affiliate”, “Resident”, “Volunteer” and “Fellow”)
  - Zoom “Pro” user as a participant, same as Zoom “Basic” user
  - Zoom “Pro” user as a host w/ 1 or more participants, meeting timeout is at 24 hours
  - Zoom “Pro” user CAN be an alternative host
  - Zoom “Pro” user CAN assign others to schedule and schedule on behalf of
  - Zoom “Pro” user CAN schedule a meeting that requires participants to register with their email, name, other questions and custom questions
- CRC (Cloud Room Connector) license
  - The H.323/SIP Room Connector is a gateway for H.323 and SIP devices (Poly codecs). A H.323 or SIP device can make a video call to a Room Connector to join a Zoom cloud meeting. A Room Connector can also call out to a H.323 or SIP device to join a Zoom cloud meeting
- Zoom Rooms
  - software-based system that provides an integrated experience for audio conferencing, wireless screen sharing and video conferencing. Zoom Rooms can

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be used for room only attendees or remote attendees joining from another room, from their desktop, or from their mobile device

- each room requires, at minimum, a Mac or Windows computer that runs the Zoom Rooms software, and an iPad, Android or Windows 10 tablet that runs the Zoom Rooms app

### Section 2.03 Mobile Conferencing

#### (a) Polycom RealPresence Mobile

- More Information: <http://www.polycom.com/hd-video-conferencing/realpresence-mobile-video-conferencing.html#mobile>

#### (b) Zoom Mobile

- More Information: <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>

## Article III. Lecture Capture and Hosting systems

### Section 3.01 Mediasite by Sonic Foundry

HSC OKC campus has standardized on **Mediasite** for primary lecture capture and user-generated video hosting. Mediasite is an On-demand Video Platform that manages the acquisition, hosting, and distribution of video and rich-media content. H.264 video is captured and delivered via HTML5 to desktop browser, mobile device and tablet clients. Mediasite can also be used for live streaming events and live webcasts. Please contact Academic Media & Digital Services for more information. Additional Information can also be found on our website at <https://www.ouhsc.edu/amds/lecturecapture.html>.

## Article IV. eLearning Resources

### Section 4.01 Learning Management System – Brightspace by D2L

Brightspace is a Learning Management System (LMS) that provides online access to course related academic materials and organization sites. Please contact Academic Technology [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu) for more information. Additional Information can also be found on our website at <https://www.ouhsc.edu/at/Desire2Learn.aspx>.

### Section 4.02 Brightspace by D2L Standards for College LMS Support

Most colleges have a dedicated Brightspace support person on staff (Tier 1). Please refer to the support contact page found here: <https://www.ouhsc.edu/at/elearning/Brightspace-by-D2L/Brightspace-College-Support-Contacts.aspx>. If you have questions about the use of Brightspace, contact Academic Technology: [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu)

#### (a) User Management

- All external courses & users must be requested through & created by the Academic Technology office, <https://www.ouhsc.edu/at/elearning/Brightspace-by-D2L/Course-Request-Form.aspx>. These are courses that students do not enroll in through Admissions and Records. More



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information about External Users can be found here:

<https://www.ouhsc.edu/at/elearning/Brightspace-by-D2L/External-Users.aspx>

### (b) Course Management

- **ALWAYS** require an email request from faculty when making changes to quizzes, grades or the gradebook if you are a Tier 1.
- **DO NOT** include any type of PHI (Protected Health Information) with any teaching materials or assignment documents stored in Brightspace D2L. Brightspace by D2L is not HIPAA compliant.

### (c) Administration

- **ALWAYS** report outages or technical issues to the Academic Technology Department.
- **DO NOT** put into service any external learning tool integration or allow external access of any kind without approval from Academic Technology.

## Section 4.03 Respondus Lockdown Browser

**Respondus Lockdown Browser** is a custom browser that prevents students from accessing other resources while in the testing environment. When students use Respondus LockDown Browser they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading. Available for Windows and Mac. Respondus LockDown Browser is integrated with Brightspace by D2L and can be used in Quizzes.

- Users should check for updates of Respondus LDB frequently on their devices to ensure they are up-to-date. Most updates are not pushed automatically.

## Section 4.04 Respondus 4.0

**Respondus 4.0** is a tool for creating and managing exams that can be printed to paper or published directly to Brightspace by D2L. Exams can be created offline using this software for Windows only.

- Software installation must be coordinated with Academic Technology. Find the download link here: <https://www.ouhsc.edu/at/elearning/Respondus.aspx>.
- Software must be updated annually. AT will share an updated link and password with Tier 1 college LMS support on August 1 of each year.

## Section 4.05 Qualtrics

**Qualtrics** is the survey software package administered by Academic Technology. The University of Oklahoma has executed a HIPAA Business Associate Agreement (BAA) with Qualtrics allowing the **Health Science Center health care components (HCC)** to utilize the Qualtrics online survey and analytics tool with ePHI. Qualtrics is still not authorized for FERPA data.

With this update, please know that the use of University PHI for research, analytics, and reporting is still governed by the University's HIPAA policies

(<https://apps.ouhsc.edu/hipaa/secured/default.asp?page=policies>.) If you have any questions, please reach out to the University's HIPAA Compliance Team at [oucompliance@ouhsc.edu](mailto:oucompliance@ouhsc.edu)

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- To log onto Qualtrics, HSC users will go to [survey.ou.edu](https://survey.ou.edu) and log in with their HSC credentials. This will create an account for you in Qualtrics.
- More information can be found here: <https://www.ouhsc.edu/at/elearning/Qualtrics.aspx>

### Section 4.06 TurnItIn

**TurnItIn** is a cloud-based plagiarism detection solution with capabilities in originality checking and online grading using their OriginalityCheck and GradeMark tools. It is available as an integrated feature of Brightspace by D2L, utilizing the Assignments tool or as a manual submission via the TurnItIn website.

- Faculty may contact AT via [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu) to request an account for manual submission.

### Section 4.07 TurningPoint

TurningPoint Web is an audience response system which offers support for both clickers and mobile application responses. This easy-to-use polling software provides enhanced tools to engage with your audience and identify their understanding. It can be used for in-class polls, attendance checks, discussions, and quizzes. Students use a clicker or other hand-held/computer device to submit responses to interactive questions.

- Students are required to purchase a subscription code to participate in class.
- Instructors can visit <https://www.ouhsc.edu/at/elearning/TurningPoint-Cloud.aspx> for information on setting up TurningPoint Web.
- AT does not facilitate or manage these purchases. Contact AT via [web-courses@ouhsc.edu](mailto:web-courses@ouhsc.edu) for additional information.