OUHSC Learn Anywhere

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Information for Students

The health and well-being of our campus community is the University’s top priority. We continue to carefully monitor the COVID-19 Coronavirus, and now, with reported cases in Oklahoma, we urge you to follow the below recommendations.

Protect Yourself from Becoming Infected

The most important precaution all of us can take is being mindful of our personal health by practicing good hygiene, such as washing hands frequently. We continue to follow guidance from the CDC and state and local health authorities and encourage everyone to take reasonable, common-sense measures to keep yourself healthy.

What to do if you have COVID-19 symptoms

Updated 4/13/2020

If you begin to experience symptoms that could be consistent with COVID-19 such as fever (temp ≥ 100.4° F), chills, cough, shortness of breath, body aches, and/or extreme fatigue please remain home and contact your campus health clinic for further guidance regarding restrictions to return to campus. Please contact your primary care provider with any personal medical questions and for guidance concerning your specific symptoms. You should not attend class until your symptoms resolve or you are cleared by a medical provider. If you miss class, you must comply with the course syllabi and should contact the faculty members as soon as possible to make arrangements for your missed work. You should assume that all due dates and course requirements still apply. Students on off-campus rotations must follow the normal procedures for reporting absences.

We’re here to help

If you have any health concerns, please call:

- OU Health Science Center: HSC Student and Employee Health & Wellness Clinic at (405) 271-2577 or email Employee-Health@ouhsc.edu
- OU Tulsa Campus: Tulsa Student and Employee Health at (918) 660-3102 or email TulsaStudentHealth@ouhsc.edu

Don’t be afraid to reach out for help

As the campus continues to do its best to monitor and update the current situation, students may feel scared and overwhelmed. HSC Student Counselling services is available to all students who feel they need extra support.

Contact the counseling center two ways:
OUHSC Academic Technology: Academic Continuity Resources

- Call: (405) 271-7336 Monday-Friday, 8 am – 5 pm
- Email: counselors@ouhsc.edu. Limit email messages to scheduling information only to protect your confidentiality.

Mental Health Mondays will not meet in-person. Online resources will be available at students.ouhsc.edu/student-wellness

Academic Updates: Spring 2020
Updated 4/13/2020

- College of Allied Health: A message from Dean Knehans
- College of Dentistry: A message from Dean Cohlmia
- College of Medicine - MD Program: A message from Executive Dean Zubialde
- College of Medicine - PA Program: A message from Executive Dean Zubialde
- Ziegler College of Nursing: A message from Dean Hoff
- College of Pharmacy: A message from Dean Draugalis
- Hudson College of Public Health: A message from Dean Raskob
- Graduate College: A message from Dean Pereira

Academic Updates: Summer 2020
Updated 4/13/2020

- College of Allied Health: A summer 2020 update from Dean Knehans
- College of Medicine - PA Program: A summer 2020 update from Executive Dean Zubialde
- Ziegler College of Nursing: A summer 2020 update from Dean Hoff
- Graduate College: A summer 2020 update from Dean Pereira

Keys to Success

Test your hardware and software

The two main tools for online learning are Brightspace/D2L (D2L), OUHSC's learning management system, and Zoom, a video conferencing tool. Test that you are able to login to D2L from an off-campus location and setup an account and download Zoom to your own device.

- Access to D2L is available at https://learn.ouhsc.edu.
- Brightspace Pulse, the mobile application for D2L, is available for iOS and Android.
• Zoom is available as a desktop application for PC and Mac and mobile application on iOS and Android.

Tips for Zoom live sessions

*Updated 4/13/2020*

• Find a quiet space with limited distractions.
• Wear headphones or earbuds to avoid audio interference.
• Make sure you are muted when you are not talking.
• Utilize the raise your hand feature if you want to ask a question live.
• Utilize the chat feature for questions.
• Join a meeting by phone if you have limited internet access or are experiencing technical difficulties.

*Complete instructions install and sign in to Zoom can be found in the Instructional Technology section of this user guide.*

Check for communication often

Instructors will be sending electronic messages to you via your HSC email and D2L notifications more often. Update your notifications in D2L and make it part of your regular routine to check your inbox multiple times throughout the day.

Have a routine

Having a set schedule and space can help you manage the stress of your studies and any changes to your established school routine. Setup an intentional physical space where you "go to class." Outline a routine for where and when you will join live sessions, work on course work, and study.

Be an active participant

Engagement leads to a better understanding. Comment on discussion boards, pose questions, and communicate often with your instructor. Since some activities may not take place in real-time, make an effort to check in often on spaces like discussion boards and email.

Take advantage of writing consulting online

The HSC Writing Center provides remote online consultation for students and email paper reviews. For complete information on the services the Writing Center offers, consult their website.
Be an effective communicator

Communicating effectively is extremely important to doing well in online courses. Keep in mind that class communications are more formal than texting or conversing with your friends. When emailing your instructor or another student:

- State the class and section in which you are enrolled.
- Be sure to respectfully address your course instructor – check your syllabus for the way they refer to themselves.
- Use appropriate language, spelling, and grammar \textit{(do not use texting short cuts)}.
- Communicate in a respectful manner.

Abide by the Academic Integrity Policy

Academic integrity is extremely important for all students. Transitioning into an online learning environment does not diminish a student’s responsibility to honesty in scholarship.

Get help

Student D2L Resources

\textbf{Brightspace Help for Students}

Login to D2L at \url{https://learn.ouhsc.edu} and click on Brightspace Help for Students in the Student Resources widget for step-by-step instructions on using the platform.

Student D2L Support by College

\textbf{College of Allied Health}

- Pam Farmer: \url{Pam-farmer@ouhsc.edu}
- Gina Vile: \url{Gina-vile@ouhsc.edu}

\textbf{College of Dentistry}

- College of Dentistry IT Support Team
- Jeremy Bueckers: \url{Jeremy-bueckers@ouhsc.edu}
OUHSC Academic Technology: Academic Continuity Resources

College of Medicine/PA Program

- For both D2L & MedHub - Contact your course coordinator

College of Nursing

- Contact your individual course faculty.

College of Pharmacy

- Contact your course coordinator.
- Amy Williams: Amy-Williams@ouhsc.edu

College of Public Health

- Contact your individual course faculty

Graduate College

- Contact your individual course faculty

Zoom Support & Technical Assistance

*Updated 4/13/2020*

If you have questions or are experiencing trouble with this service, you can contact Zoom support directly by clicking on Help Center in Zoom app menu or go [here](#).

Zoom support is provided through the following channels:

- For general Zoom support questions, call (405) 325-HELP (4357), option 2
- For other Zoom related inquiries, email Zoom-Support@ouhsc.edu
- Zoom Support Website
- Zoom Support Hotline: 1-888-799-9666, Ext. 2

HSC IT Technical Support

*Updated 4/13/2020*

- Call HSC IT Helpdesk: (405) 271-2203; Toll Free 1-800-435-7486
- Submit a request: [https://it.ouhsc.edu/services/servicedesk/default.asp](https://it.ouhsc.edu/services/servicedesk/default.asp)
- Location: HSC Student Union, Room 105
- Hours: Monday-Friday 8 am – 5 pm
- Visit [it.ouhsc.edu](it.ouhsc.edu) for more information
Instructional Technologies

Brightspace by D2L (D2L)

D2L is OUHSC's Learning Management System (LMS). D2L provides one location for all course materials and assignments. Students can access all course content, exams, discussion board and grades using D2L.

**HIPPA, PHI Warning**

- NOTE: *Do not store any PHI related content in our D2L system. While D2L adheres to the strictest standards for keeping information private, there is no such thing as perfect security and D2L cannot guarantee or warrant the security of any data that is received and stored in D2L's Cloud.*

Getting Started in D2L

*Note: If you are a medical student or PA student in Oklahoma City or Tulsa please refer to the instructions you have been provided related to use of MedHub for any materials that are not stored on D2L.

As learners, you will be able to view your course content, take assessments and engage with your faculty and peers using the tools in D2L. Login to D2L at [https://learn.ouhsc.edu](https://learn.ouhsc.edu) and click the Brightspace Help link under student resources to view the most popular “how-to” topics:

- Getting started
- Courses
- Discussions
- Assignments
- Quizzes
- Grades

Respondus LockDown Browser

Respondus LockDown Brower is the software students download to their computer which locks the computer screen so only an online exam is visible. To download the software:

- Login to D2L
- Click the More tab in the top navbar
- Click on LockDown Browser
- The download defaults to the PC version. If you need the Mac version, click the link in the far left box that says “Do you need the Mac version?”
OUHSC Academic Technology: Academic Continuity Resources

- For more information on using Respondus LockDown Browser, [click here](#) to access their Quick Start Guide

Qualtrics

Qualtrics is the industry-leading provider of Online Survey Software available for all OUHSC-OKC Faculty, Staff & Students.

- To request a Qualtrics account, [click here](#).

****PLEASE NOTE****CERTAIN INFORMATION NOT PERMITTED IN QUALTRICS****

The University of Oklahoma Health Sciences Center DOES NOT have a HIPAA Business Associate Agreement (BAA) with Qualtrics, nor does it have an agreement that covers student or other sensitive information. Therefore, information collected in a Qualtrics survey cannot include Personal Health Information (PHI) or information covered by the Family Educational Rights and Privacy Act (FERPA). In addition, personally identifiable information (PII) or sensitive data which through loss, unauthorized access, or modification could affect any of the missions of the University or the privacy of individuals, should not be collected in Qualtrics. Such data would include, but is not limited to, information such as Social Security numbers, credit card numbers, driver’s license numbers, or bank account information. For additional information on what constitutes sensitive information, refer to IT’s [Definitions for Information Security Policy](#).

- HSC Campus Login: [https://ouhsc.qualtrics.com](https://ouhsc.qualtrics.com)
- Username/Password: use your HSC email login information
- Online Tutorial Information: [https://www.qualtrics.com/support/](https://www.qualtrics.com/support/)
- Official video tutorials for using Qualtrics are [here](#).

Zoom Videoconferencing

*Updated 4/13/2020*

**What is Zoom?**

Zoom is a video conferencing platform that allows faculty to create and connect to virtual meetings and classes, with recording capabilities. The university has appropriated a basic license for faculty and staff.

**Why are we using it?**

Colleges have been asked to temporarily suspend face-to-face classes in order to reduce community transmission of the COVID-19 virus. Faculty and students need to be prepared for
online course delivery. Zoom will facilitate instructors in creating a Zoom meeting link for your class to connect to within D2L, as well as record/upload lectures.

Instructions to install, sign-in and schedule a class using Zoom can be found below. You can also watch this quick instructional video

STEP 1: How to install and sign in to Zoom

Mac Installation

Some steps may be slightly different due to web browser differences.

1. Open a web browser and go to https://ouhsc.zoom.us
2. Scroll to the bottom of the screen and click on the “Download Client” link.
3. On the Zoom webpage that opens, click the blue “Download” button for the Zoom Client for Meetings.
4. Install the "Zoom.pkg" program that was just downloaded by clicking it to run. In the installer dialogue you will need to click "continue".
5. Once installed the application should automatically open. If it does not, open the application.
6. Once installed you may choose to Pin to Taskbar or Keep in Dock so you can find it easier.

Windows Installation

Some steps may be slightly different due to web browser differences.

1. Open a web browser and go to https://ouhsc.zoom.us
2. Scroll to the bottom of the screen and click on the “Download Client” link.
3. On the Zoom webpage that opens, click the blue “Download” button for the Zoom Client for Meetings.
4. Install the "Zoominstaller.exe" program that was just downloaded by clicking it to run. Accept any security dialogue warning of changes to your computer.
5. Once installed the application should automatically open. If it does not, open the application.
6. Once installed you may choose to Pin to Taskbar so you can find it easier.

Smartphone Installation

It is advised that you use your laptop for class but iOS and Android apps are available. App store links:
STEP 2: Test your Zoom connection with a Zoom Anytime Practice Session

After installing the Zoom application and learning how to schedule a meeting, please join the Zoom Anytime Practice Session using the link below. This will allow you to gain confidence to connect your classes with Zoom. We recommend faculty attempt off campus connections from the location(s) where they are most likely to reside if on-campus classes are temporarily suspended. If you have poor or inconsistent internet connectivity, it may be necessary for you to troubleshoot or upgrade your internet service with your internet service provider.

Anytime Practice Session – [https://support.zoom.us/hc/en-us/articles/115002262083](https://support.zoom.us/hc/en-us/articles/115002262083)

For more information, refer to the Zoom Quick Reference Guide for links to Zoom Help Center Topics

Frequently Asked Questions

*What does online instruction look like?*

Instructors have access to two main tools for online instruction: D2L, the HSC learning management system and Zoom, a video conference software. While the transition may force certain activities and assignments to be modified, class meetings may still be held at their regularly scheduled time but may take place on Zoom rather than a physical classroom.

*Read More: How to Join a Zoom Meeting*

*Would my assignments/tests dates stay the same?*

Instructors are encouraged to be realistic about course goals and scheduling. Your instructors should be in communication with you about any changes in the schedule.

*What if I’m in a lab or clinic that needs to meet on campus?*

Instructors should be communicating with you about alternatives.

*What about Library resources need to finish assignments?*
Students will still be able to access the Bird Health Sciences Library online tools. If electronic versions of materials are needed or you have other questions, please use the Bird Library’s “Ask a Librarian.”