1. Two scenarios for West Campus Lugano…

The next semester will also be a little out of the ordinary. As of December 2020, the federal authorities have not announced when the obligation to carry out university courses online will be lifted, and there are both positive and negative signs concerning the pandemic. USI on the one hand, values in presence learning and university life, on the other hand, it has indeed been successful at organising online courses, taking advantage of opportunities and ensuring a flexible and continuous learning experience. In defining modalities, USI has been inspired and will continue to be inspired by the four principles that have guided the University in recent months: protecting the academic community; seeking solutions that give continuity to the institution, contributing to the stability of the social fabric; ensuring the educational offer even in such difficult and volatile times; complying with the decisions of the competent public authorities. USI has therefore decided that:

1. The spring semester will take place on-campus if and as much as possible, online when necessary.
2. Mixed (blended) modalities will be adopted, similar to those of the current semester, which will allow switching without interruption from fully online to a partial presence, if allowed, and vice versa from a partial presence to fully online, if necessary.
3. The Faculties will define the specific modalities, taking into account the experience of the current semester. Schedules and more details will be made available by mid-January 2021.
4. Those who, for legitimate reasons, will not be able to participate in campus lectures or synchronous online activities, will still be able to complete the semester.

1.1. First scenario: blended training, switching between campus and online presence on alternate weeks…

If and when face-to-face teaching is authorised, this will be possible, while maintaining social distance, once every two weeks, as in the first part of the autumn semester. To optimise the use of the classrooms and the students’ experience, USI-Com and USI-Eco courses will alternate, on a weekly basis, between campus presence and online training.
Some courses will be on campus on odd weeks, and others on even weeks:

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- In weeks when there is no classroom training, course content and activities shall be delivered online, either synchronously (via Ms Teams) or asynchronously. In these weeks, course content and activities shall be made available according to the course schedule.
- Each teacher will define in detail the activities to be carried out and will communicate them via iCorsi, taking care that synchronous online activities do not exceed 50% of all online activities; this will both ensure constant contact with the classes and avoid students having to attend more than four hours of synchronous online activities per day.
- Both face-to-face lectures and synchronous online activities will be recorded in order to support those who, for valid reasons, are unable to attend on-campus lectures or synchronous online activities.

1.2. Second scenario: online-only lessons, because on-campus teaching is prohibited

Where teaching cannot take place on campuses, courses will be offered entirely online, in accordance with these principles:

- No more than 50% of the hours may be delivered synchronously.
- Each lecturer will define in detail the activities to be carried out and will communicate them via iCorsi.

2. Some general principles

- **Information and communication with students is fundamental:**
  - It is important to limit as much as possible the feeling of isolation that students may feel when studying / working at distance.
  - It is important to inform students very clearly about new ways of delivering the course and any changes in the programme.

- **Consider carefully the workload required of students for online activities:** make a realistic estimate of the time required for students to carry out the online activities you propose, ensuring that it is adequate to the course ECTS.

- **Respect the class schedule:** if you give a live video lecture, schedule it according to the schedule published at the beginning of the semester.

- **Differentiate as much as possible the online activities you propose:** for online weeks, we suggest diversifying the teaching methods and activities, also carrying out activities that encourage the active participation of the students.

3. Classrooms

All the classrooms of the Lugano West Campus that are to be used for lessons will be equipped to allow the video recording and/or streaming of the lessons.

- In the **large classrooms** (Aula Magna, Auditorium, and classrooms A11, A21, and A31 of the red building) a control panel will be set up from which it will be possible to start and stop the recording, which will be saved in a common folder in Panopto; eLab will then load the recordings into the folders of the specific courses on Panopto. A graphic tablet will also be available in these classrooms to allow the recording of handwriting.
• In the **other classrooms of the West Campus** that will be used for lessons (in the main building, in the red building and in the Informatics building), a webcam connected to the classroom PC will be available (in the classrooms of the Informatics building the webcam will have to be connected to the teacher's laptop).

• **Room 408**: for those who need special equipment for recording video lessons for the weeks of online teaching (e.g.: freehand writing tools on tablet), room 408 at the fourth level of the main building of the West Campus will be available, which will be equipped with two smartboards, a tablet and a webcam. It will be possible to book it for slots of 2 hours from this link: [https://www.icorsi.ch/course/view.php?id=8894](https://www.icorsi.ch/course/view.php?id=8894)

Instructions on how to use the equipment will be available in all classrooms. It is recommended that all teachers inform students at the beginning of each lesson that lessons are recorded.

Timetable and cleaning:

• In order to properly ventilate the classrooms between lessons, teachers are asked to strictly follow the timetable:
  - For a block of 2 hours of lesson: 90 minutes without (or with a short) break. (08.30-10.00; 10.30-12.00; 12.30-14.00; 14.30-16.00; 16.30-18.00).
  - For a block of 4-hours of lesson: 3 1/2 hours with break(s) (e.g., 14:30-18:00, with one break of 30 minutes or 2 breaks of 15 minutes)

• Sanitisation of the medium and large classrooms will be carried out by the cleaning staff, so it is recommended to respect the timetable. Paper and disinfectant will be made available in the other classrooms.

• Teachers are invited to take care of the materials (keyboard, microphone, mouse, etc.) and, if necessary, to disinfect them.

### 4. iCorsi3

The iCorsi platform is the reference point for everyone, where sharing and keeping up to date is safe and acknowledged, allowing thus to always keep the whole class together.

In particular, it is recommended to:

• Prepare a detailed Syllabus of the course, with a clear indication of what goes on during each week (on campus and online).

• Post materials of what has been done on campus by the end of the week.

• Always use the **Announcements forum of iCorsi** to give information to students, so that everyone is always up to date and on track.
  - It is advisable to avoid answering individual e-mails to questions concerning the course (and therefore of interest to everyone) – which is not the case for requests concerning a single student.

To start the new semester…

• All the courses for the semester have been created on iCorsi3, and administration rights have been granted to the corresponding teachers and TAs.

• If you want to add a new assistant to the course, you can follow this procedure: [https://faq.icorsi.ch/enrol-user](https://faq.icorsi.ch/enrol-user)

• If you want to import content from the last year's course, you can follow this procedure: [https://faq.icorsi.ch/import-resource](https://faq.icorsi.ch/import-resource)

• If you have not yet done so, remember to make the course visible to students before the beginning of the semester (see [https://faq.icorsi.ch/course-hide](https://faq.icorsi.ch/course-hide)).
5. **In attendance weeks (if possible)**

- It is important to make the most of classroom time.
- During this time you will also need to make sure that the requirements for the online weeks have been well understood.
- Students who cannot attend on-campus activities
  - USI is committed to supporting also those who cannot, for legitimate reasons, access the campus, either temporarily or for the entire semester.
  - It is recommended to make an audio and/or video recording of the lecture, which will be made available through iCorsi by the end of the week in attendance. Where possible, and if requested by the lecturer, the classroom session can be held in streaming mode.
  - Lecturers will make sure that all materials used in class (slides, texts, links, ...) are shared on iCorsi.

6. **Online weeks**

Here are some suggestions of teaching methods for online lessons, synchronous or asynchronous:

- **Broadcast the lesson live via MsTeams:**
  - It can only be done at the times indicated in the course schedule.
  - It is possible to use the "Together mode" view, which makes the students visible as if they were sitting in an auditorium.
  - ATTENTION: recordings made with Ms Teams remain available for 20 days in the Ms Teams chat. Within 20 days, each teacher must download the video of their recording directly from the Ms Teams chat and make it available to students via Panopto.
  - In the case of 4 consecutive hours of lessons, it is recommended to alternate live lessons with other activities (for example, an individual exercise to be assigned via iCorsi; a paper to be read and commented or analysed on the iCorsi forum; see also point 3). Attending 4 hours of lessons in front of a screen is not the same as attending 4 hours in presence!

- **Record the audio and/or video of the lecture:**
  - Record the audio and/or video of the lecture with Panopto. Note: a 45' lecture in the classroom corresponds to a shorter videotaped lecture. It is therefore suggested, to record an equivalent lecture lasting about 20'.
  - Create slides with comments using PowerPoint, Panopto or Screencast-o-matic, to be shared on iCorsi.

- **Assign activities to be carried out remotely:**
  - Assign students additional bibliographic materials (books, book chapters, papers).
  - Assign students additional digital learning materials: online articles, videos (e.g. TED Talks, etc.), online courses or parts of courses (MOOCs), etc.
  - Create discussions or Q&A sessions via MS Teams (synchronously) or via the iCorsi forums (asynchronously).
  - Have students work together to create online conceptual maps of the course content (remote group work) using Mindmeister.
  - Propose students individual activities or in discussion/practice groups (e.g., logbook), to be published and shared on the ePortfolio platform.
  - Create self-assessment exercises for students through quizzes on iCorsi.
  - Assign students tasks or exercises to be submitted through iCorsi.
  - Others… be creative!
7. **User guides and FAQ**

- User guides for iCorsi, Panopto, MS Teams, PowerPoint and Screencast-o-matic are available at:
  https://www.icorsi.ch/mod/folder/view.php?id=109435
- Mindmeister:
  https://faq.icorsi.ch/tag/mindmeister
- ePortfolio:
  https://eportfolio.elearninglab.org/faq

8. **Do you need more information?**

At the webpage [www.usi.ch/didattica-coronavirus](http://www.usi.ch/didattica-coronavirus) you may find these indications, with up-to-date links and support materials.

On iCorsi, in the “#USIeLearning” section, which is always updated, you can find more information and some examples on the application of these strategies and the use of the tools proposed in these pages: https://www.icorsi.ch/course/view.php?id=9050

9. **eLab contacts**

eLab staff members can be contacted for **personalised assistance**, either for training or for the use of the technologies:

- E-mail: helpdesk@elearninglab.org
- Phone: +41 (0)58 666 4760