UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR, PAKISTAN

Instructors' SOPs for Online Classes

Following are the guidelines for the instructors of UET Peshawar and its campuses for taking online classes, vivas and live discussions.

General Guidelines:

1. Always start your online class/meeting at the exact time communicated to students.
2. Get proper hands-on experience of using the tools for lecture delivery.
3. Ensure to take regular online classes as per the defined schedule/timetable.
4. Always use a quiet room/place for live lectures/meetings to ensure better audio quality. A good quality headset having a mic is recommended.
5. For better video quality, use a room with appropriate lighting.
6. Ensure a reliable and fast internet connection for the smooth delivery of lectures.
7. In case of receiving any emergency call on your phone, make sure to turn off your audio and video of the live lecture.
8. In your first class, briefly introduce the tools for online classes (e.g., Google Classroom, Meet, Zoom) and the SOPs to the students. Ensure that they are connected with working audio/video and registered in the Google Classroom.
9. Turn off the microphones/camera of each student upon their entry to avoid background noise.
10. Enable waiting room option for students and admit them one by one after checking their name/email.
11. Do not forget to take attendance of in the online class.
12. Use Google Calendar for upcoming activities, e.g., lectures, assignments, quizzes, and notify the students accordingly.
13. Assign small-group activities and group projects to students for increasing their interest in online classes.
14. Wait for a while when sharing your presentation slides, images, files or video to ensure they are synchronized with you.
15. Provide the course material to students on time. In particular, upload your presentation slides (voice recorded slides, if available) one week prior to the scheduled live lecture
16. Record all your live sessions with students and upload them on Google Classroom immediately the session finishes to ensure that it reaches those students who could not attend due to connectivity issues or other problems.
17. Make sure that all extra applications are closed during your live lecture/meeting to ensure good quality of audio/video.

Security Guidelines

1. Enable the "Waiting room" option for students (if available in the software) and manually allow them one by one to the live session.
2. Lock the meeting room immediately after all the participant has joined (if option available in the software).
3. Disable file transfer features and instead, use other methods such as uploading via Google Classroom or email.
4. Do not use personal Meeting IDs and instead generate random IDs and passwords automatically in the software.
5. Continuously monitor the list of participants during your live lectures to ensure that no unknown person has joined the class.
6. Carefully control the screen sharing, i.e., share only the part which is needed instead of the whole screen.
7. Share the meeting/lecture links only with the students enrolled in the specified class.
8. Do not use social media to announce your meeting/class links.
9. Advise the students to not share the invitation link with others without taking prior permission from the instructor.
10. Do not allow students to join the meeting before the instructor.
11. Ask the students to not share their screens without taking explicit permission from the instructor.
12. Turn off the camera and microphone functionalities of the participants during the class to avoid disturbance (if option available in the software).
13. Avoid sharing personal information about yourself and other participants.
14. Do not open any link shared in chat or comment without verification.
15. Remind students to follow privacy and security recommendations for online classes.
16. Use secured systems and networks for connecting to your online classroom and live lectures/meetings.
17. Ensure that all your software are patched with the latest updates.
18. Remove all students before you leave the meeting (in Google Meet you need to remove the students one by one)
19. Reset the meeting link (in Google Meet) immediately after the class is finished to prevent the students from rejoining after you leave.
20. Do not share your password with anyone.
21. Ensure the use of strong and unique passwords for each account.
22. Always download the video conferencing apps from their official websites only.