SOPs OF ONLINE TEACHING BACKUP

RAHBAR COLLEGE
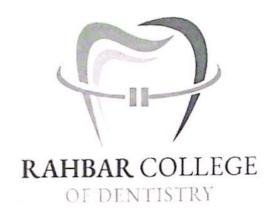OF DENTISTRY

PRINCIPAL
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To: Director Admin

Info: Medical Branch

Stand Operating Procedure (SOPs) for an online teaching backup system:

Objective

To ensure continuity of teaching and learning through an online platform in case of any disruptions in traditional, face-to-face education.

Roles and Responsibilities

- **Faculty/Instructor**:
    - Set up and manage teams for courses, meetings, and collaboration.
    - Schedule and conduct live online classes using Teams.
    - Share course materials, assignments, and recordings with students.
    - Monitor student participation and provide feedback.

- **Students**:
    - Join teams for courses and participate in classes, discussions, and activities.
    - Access and download materials, submit assignments, and participate in group work.
    - Attend scheduled online meetings and lectures.

- **IT Support/Administrators**:
    - Provide access to Microsoft Teams for all users (faculty, staff, and students).
    - Ensure the Teams platform is updated and functional.
    - Troubleshoot technical issues related to Teams usage.
    - Manage security and user permissions.

Meeting Guidelines

- **Before the Meeting**:
    - Ensure a stable internet connection, webcam, and microphone.
    - Test your audio and video settings.
    - Share meeting agenda and materials ahead of time.

- **During the Meeting**:
    - Mute microphones when not speaking.
    - Share screens to present materials or demonstrate tasks.
    - Encourage active participation via chat or reactions.

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- Use the **Raise Hand** feature to ask questions or make comments.
- **After the Meeting**:
  - Provide a summary or follow-up communication.
  - Post any meeting recording or relevant documents in the Teams channel.

Security and Privacy

- **Access Control**:

Ensure only authorized members (faculty, students) have access to the teams and channels.

Faculty should regularly review and update member access right.

- **Support Requests**:

For unresolved issues, contact IT Support via the college's helpdesk or through the designated Teams support channel.

- **System Maintenance**:

IT administrators will ensure regular updates and maintenance are done to Microsoft Teams. Downtime notifications will be provided in advance.

Microsoft Teams:- Rahbar@uhs.edu.pk.

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