

## **STREAMING VIDEO POLICIES AND PROCEDURES**

**Please note: Students attending the Boston campus section of a course which is being captured for streaming video will not have access to the streamed lectures. Streamed lectures are available only to those students who are enrolled in the streaming video section of a course.**

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### **ACCESSABILITY OF LECTURES**

1. Lectures are posted on the web within 24 hours of capture. \* Please note: If a class is captured on a Saturday, the capture will be available by end of day the following Monday, or in the event of a Monday holiday, it will be made available the following Tuesday.
  2. Lectures will remain posted for three (3) weeks, unless otherwise arranged by the instructor.
  3. Lecture access is removed after final exams are completed.
  4. Access for Boston campus students is available by exception only.
    - a. Permission must be obtained by the instructor for individual students. Those requests must be submitted by the instructor to the Graduate School of Engineering (Marlys Vaughan, [mvaughan@coe.neu.edu](mailto:mvaughan@coe.neu.edu)) and approved by the Director of the Graduate School of Engineering.
    - b. Once granted, access will be for a period of one week.
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### **HOMEWORK AND EXAMS**

1. Distribution of materials to students:
    - a. Materials will be posted by the faculty (or designee) on Blackboard for distance students to access.
  2. Collection and distribution of materials:
    - a. Distance students should submit their materials electronically or by fax directly to their instructor.
    - b. Faxes should be sent directly to the instructor via their department fax machines.
    - c. Mail should be sent directly to the instructor via their department.
    - d. Proctors must send exams via fax or express mail directly to instructors via their departments.
    - e. Materials to be returned to students should be faxed or mailed from the instructor's department.
  3. Students taking a class via streaming video must make arrangements for a Proctor for their exams. Please print, fill out, and submit per the instructions, a Proctor Form which is available on the Graduate School of Engineering website:  
[www.coe.neu.edu/gse/Proctor\\_Form.pdf](http://www.coe.neu.edu/gse/Proctor_Form.pdf)
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## **MAKEUP SESSIONS FOR STREAMING VIDEO CAPTURE**

1. Makeup sessions will be conducted for the following reasons:
    - a. Instructor cancels a class meeting due to travel or illness
    - b. School closing due to inclement weather
  2. Access to the makeup/previously captured session
    - a. Distance students will access the lecture by logging into their Blackboard account and clicking on the link provided.
    - b. Students enrolled in the live Boston campus section of the course, who can not attend the live makeup session due to scheduling conflicts, will be able to access the lecture via streaming video by logging into their Blackboard account and clicking on the link provided. Access for these students must be submitted by the instructor to the Graduate School of Engineering (Marlys Vaughan, [mvaughan@coe.neu.edu](mailto:mvaughan@coe.neu.edu)) and approved by the Director of the Graduate School of Engineering.
    - c. Access for those Boston campus students will be for 1 week from the date of the capture session.
  3. To schedule a make-up session, please contact:
    - a. Marlys Vaughan ([mvaughan@coe.neu.edu](mailto:mvaughan@coe.neu.edu)) (617.373.2711) **OR**
    - b. Denise Weir ([d.weir@neu.edu](mailto:d.weir@neu.edu)) (617.373.7563).
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## **TECHNICAL DIFFICULTIES**

The classroom is serviced by Campus Media Services. Should any equipment in the podium not work, the instructor must call the Help Desk (617.373.4357 or x 4357 from the classroom).

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## **INSTRUCTOR TRAINING**

1. Training is **mandatory** for all instructors who have not taught a streaming video course using the symposium and its software.
  2. Training session(s) will be organized by Marlys Vaughan and the Distance Learning division and will take place prior to the start of the Fall and Spring semesters.
  3. All instructors must have a myNEU account and a Blackboard account. Instructors must use their Blackboard account to post course information, course materials, and to access their class roster.
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## **OTHER CONTACT INFORMATION**

**Dave Crowley**, Sr. Media Technologist ([d.crowley@neu.edu](mailto:d.crowley@neu.edu))

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