

Instructions Regarding COVID-19

Instructions on 2020 Spring Semester Distance Learning Classes
(for Students)

Mar.11(Wed).2020


With the spread COVID-19 (novel coronavirus) within the country, the first 2 weeks of 2020 Spring semester will be conducted in a distance learning course to ensure the safety of students and faculty members.

Despite the unprecedented national emergency situation of infectious disease, all faculties in charge of the lectures are searching for ways to not only conduct distance learning lectures with excellent content. Hanyang is also looking for ways to create active communication with the students using the strength of the online platform.

1. Distance Learning Operation Period

Lectures	Dates for Distance Learning		Notes
All classes for ERICA Campus undergraduates (Except E-Learnings)	First two weeks after the beginning of class	Mar.16, 2020 (Mon) – Mar.28 (Sat)	The dates may be extended depending on the response to COVID-19 situation.

2. Create Environment for Distance Learning

- A. Laptop, PC, or Smartphone
- B. Earphones or speaker (Equipments such as webcam or microphone may be needed in case of conducting live video lectures)
- C. Use wired internet if possible (Wireless internet is also possible under the situation with stable network)
- D. Recommended web browser: Please use Google Chrome since Blackboard is optimized to operate under Chrome.
 - * In some particular countries where use of Google Chrome is blocked, Firefox can also be used.
- E. Blackboard log-in: <http://learn.hanyang.ac.kr> (ID and Password is equal to that of Hanyang Portal)
 - * Detailed instructions on using Blackboard  <https://site.hanyang.ac.kr/web/on-black/home>

3. Types of Distance Learning Lectures

A. Distance learning lectures of 2020 Spring semester will be conducted in three methods as below.
The lecturer for each lecture will choose one of the three methods.

Lecture Type	Contents	Notes
Type1 Live online lecture	Form of live online video lecture where professors and students access to the Blackboard Collaborate in a different location and at the same time announced on the timetable	
Type2 Recorded online lecture	Form where online contents are created and uploaded on Blackboard, allowing students to take the lecture(bulletin board discussions, quizzes, in-depth learning) separately online	
Type3 Assignment focused lecture	Learning through conducting assignments and receiving related feedbacks given by the lecturer on the Blackboard	

B. How to check lecture type: Lecture type of each classes can be found on Blackboard after 09:00 am on Mar.12 (Thu), 2020.

* Blackboard log-in > Select Course of the lecture, click [Announcements] and check notices posted by the lecturer

4. Attendance Method and Recognition Standards for Distance Learning

A. Attendance Recognition Standards According to the Lecture Type

* Attendance is recognized when requirements below are fulfilled.

Lecture Type	Attendance Standards	Notes
Type1 Live online lecture	- Enter the course room according to the time table of the lecture, participate 100% the class * Unexpected problems may occur due to network connections. Please log-in to Blackboard about 5 minutes in advance and enter the course for each lecture.	- Professors can make any other extra standards for attendance and advance notices will be made.
Type2 Recorded online lecture	- Watch 100% of the lecture video posted by the professor and complete learning activities (quiz, extra learning, bulletin board discussions) within the due date set by the professor.	
Type3 Assignment focused lecture	- Conduct assignments given by the professor and upload the results within the due date set by the professor	

B. How to Calculate the Attendance According to the Lecture Type

Lecture Type	# of lectures per week according to the time table	
	Lectures conducted once a week	Lectures conducted twice a week or more
Live online lecture	Recognize according to the attendance made on each lecture in Blackboard	
Recorded online lecture	Recognize according to the attendance made on each lecture	When meeting all requirements of each week, recognize attendance for the whole a week * Refer to the example below
Assignment focused lecture		

(Example) 3 credits lecture that is conducted every Tuesday 09:00–10:30, and Thursday 09:00–10:30 twice a week.

– When students finish 100% of the requirements for the 2nd week of March within the due date that the lecturer gives in the second week of March, recognize attendance for both Tuesday and Thursday.

C. Individual Minimum Attendance Standard for Receiving Any Grades

Number of Lectures per Courses	Grades can be given when students attend more than 2/3 of the total number of lectures	Notes
15 Lectures (Lecture done once a week)	Grades can be given with attendance of more than 10 times	Including Allowed absence (recognized attendance)
16 Lectures (Lecture done once a week)	with attendance of more than 11 times	
30 Lectures (Lecture done twice a week)	with attendance of more than 20 times	
45 Lectures (Lecture done three times a week)	with attendance of more than 30 times	

* Grades cannot be given when the requirements above are not met (Grade F should be given).

5. Changes in Allowed Absence (Attendance Recognition) Regulation due to Distance Learning Lectures

As distance learning is conducted during the first two weeks of 2020–1 semester, regulations for allowed absence (attendance recognition) are changed temporarily as below.

A. Dates with Changes Applies : During the distance learning period (Mar.16.(Mon)2020 –

Mar.28.(Sat) 2 Weeks)

B. Applied Lectures: Every lecture conducted in distance learning

C. Changed Allowed Absence (Attendance Recognition) Regulation

No	Reason for Attendance Recognition	Dates of Attendance Recognition (Including Holidays)	Attendance Recognition Possibility According to the Distance Learning Lecture Type		
			Live online lecture	Recorded online lecture	Assignment focused lecture
1	Military call-up according to the military service law or military service examination (except the obligated duty period) required or illness	Assigned date	Attendance recognized when viewing 100% of the recorded lecture	X	X
2	Obligated duty call-up (Any process related to obligated duty call-up)	Assigned date	Attendance recognized when viewing 100% of the recorded lecture and completing learning activities	X	X
3	When hospitalization period or isolation period due to legal disease is 3 days or more	Assigned period (Maximum of 4 weeks is allowed. When exceeding 4 weeks, leave of absence due to illness should be needed)	Recognized	Recognized	Recognized
4	Death of grandparents or parents(Including maternal family, wife's family), Siblings, Spouse, or Children	Within 7 days	Recognized	Recognized	Recognized
5	Absence due to female student's menstruation	Not Applied	X	X	X
6	Practice teaching of students taking the teacher training course	Assigned period	Recognized	Recognized	Recognized



7	Participating in competitions for student athlete (Under the permission of one's College & Office of Sports Activities)	Assigned period	Recognized	Recognized	Recognized
8	Early employment of a graduating student	Assigned period	Recognized	Recognized	Recognized
9	A student approved by the Dean of his/her college for inevitable reasons	Assigned period	Recognized	Recognized	Recognized

- D. Changes in the request process: Students should make request on the portal. After the approval of each college, student print out the request form, sign the form and e-mail the form to the lecturer (Hand in before and after 7 days of the date of absence)

Instruction on Websites
<p>Blackboard Instructions(For students) ☞ https://sites.google.com/view/hyublackboard-for-student/홈</p> <p>Blackboard Instructions (For faculties) ☞ https://site.hanyang.ac.kr/web/on-black/home</p>