



Dear Teachers and Students,

Following the announcement of the state of the epidemic in Poland, The Ministry of Science and Higher Education decided to extend the suspension of the functioning of the universities until April 10<sup>th</sup> 2020. A regulation will be issued next week clarifying any arrangements. The Ministry emphasises that **online work is no longer recommended, but compulsory**. This obligation applies to student teaching, postgraduate studies, extramural studies and doctoral studies.

In accordance with [the Announcement of Rector on the online classes](#) academic teachers conducting classes are asked to provide information whether they conduct classes online and in what form. All teachers at the Faculty of Arts are asked – after receiving an e-mail with the above question – to provide forms of conducting online classes separately for each course unit.

The **forms of e-learning** include, for example:

- feedback and individual consultations via e-mail, Messenger, Skype, WhatsApp, telephone,
- sending projects and stage works via e-mail, WeTransfer, Google disk, Dropbox,
- conducting online group classes / lectures using the Virtual Campus platform,
- conducting online group classes / lectures via the Teams application (Office 365).

UMCS teachers can use the following **e-learning tools**:

### 1. USOS system

- sending messages to students or to class groups,
- sending attachments with materials for classes, projects and works to be approved.

In order to **send a message to a class group**, log into your account on <https://usosweb.umcs.pl/> then open the MY USOSWEB tab, then CLASS GROUPS. After selecting a class group from the list (note that the selection was for the current summer semester) a list of students appears and “**send a message to the students of this group (via USOSmail)**” button appears. With this function you can send e-mails to the whole group, you can also send a copy to your address and copy the addresses of all students.

### 2. Personal profile of the teacher

- independent publication of advertisements and materials for students.

[Detailed information about the possibilities offered by the profile.](#)

### 3. Virtual Campus

- online classes on the e-learning platform, including **online tests**,
- sharing scripts and teaching materials with the class groups,
- student – teacher communication (synchronous i asynchronous, including audio and/or video).

Detailed information: [kampus.umcs.pl](https://kampus.umcs.pl)

The Virtual Campus is operated by Biuro ds. Zdalnego Kształcenia, which is working online now and has a lot of work. You may read carefully all the instructions and descriptions of the Virtual Campus first – before contacting and obtaining Author of the course rights.

The coordinator of the Virtual Campus at the Faculty of Arts is [mgr Wojciech Bernatowicz](mailto:mgr.Wojciech.Bernatowicz@poczta.umcs.lublin.pl), [wojciech.bernatowicz@poczta.umcs.lublin.pl](mailto:wojciech.bernatowicz@poczta.umcs.lublin.pl).

#### 4. Teams application (Office365)

- conducting classes and lectures online as part of audio and/or video connections,
- sharing of files, making presentations,
- scheduling appointments (classes and lectures) as part of the calendar shared with student groups.

Detailed information: [teams.umcs.pl](https://teams.umcs.pl)

During teaching online group classes should be conducted on dates from current weekly schedules, available on the website of [the Faculty of Arts](#), in the tab – dla studenta – rozkłady zajęć – [Graphic Arts](#). In order to ensure that lectures and group classes are delivered on online platforms in real time without overlapping.

**Please, answer e-mails and read the information on the Faculty and the University website.**

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