

# Using Distance Technology Solutions at CDCI

**March 12, 2020**

## Overview and Purpose

The purpose of this brief guide is to share information and resources about distance technology recommended for CDCI. This will likely be a working document that we update as we have more information, get questions (and solutions) from people at CDCI, and try out new software.

Concerns about the [COVID-19 (Coronavirus)](https://www.uvm.edu/emergency/covid-19-coronavirus-information-and-updates) have led to a number of new expectations for UVM employees, including staff and faculty at CDCI. The primary goal is to protect the health and safety of students, staff, faculty, and our community. Coupled with that goal is finding creative solutions to continue our work.

One expectation is to have fewer face-to-face meetings, trainings, and events. On March 11 [President Garimella wrote](https://www.uvm.edu/uvmnews/news/3/11/20-message-president-garimella-uvm-community-covid-19) “events and gatherings will be limited to 25 attendees or fewer. Wherever possible, remote delivery will be implemented to support any larger meetings.” This is to promote “social distancing”

“**Social distancing** refers to measures that are taken to increase the physical space between people to slow the spread of the virus. Examples include working from home, school closures and the postponement or cancellation of mass gatherings […]. By maintaining a distance of six feet from others when possible, people may limit the spread of the virus.” ([Gross & Padilla, 2020, March 11](https://www.nytimes.com/2020/03/11/science/coronavirus-terms-to-know.html)).

## Comparison of Distance Technology Software

People at CDCI and UVM use a number of different distance technologies. The ones covered in this guide are: Microsoft Teams, Adobe Connect, Screencast-O-Matic, and REDCap. All of these tools are free for CDCI employees. Screencast-O-Matic is available for faculty as of 3/13/20 and will be available for all staff soon.

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| *Distance Technology* | *What’s the purpose?* | *Where can I learn more?* | *Where can I get help?* |
| **Microsoft Teams** | Microsoft Teams is the official platform for all UVM-related video/audio conferencing and instant messaging. At this time, we think it is better for smaller meetings (1-15 people) but it can be used for more. Online meetings can be scheduled from your own computer. | UVM has a website with instructions and video for installing teams, getting started, and holding meetings. [UVM Teams website](https://www.uvm.edu/it/kb/article/teams/) | We’re all new to Teams at UVM, but feel free to ask a core function coordinator first. Official help is from [UVM IT Help & Support](http://www.uvm.edu/it/help/) |
| **Adobe Connect** | CDCI has a license for Adobe Connect for hosting webinars. At this time, we think this is better for larger meetings, trainings, and events (15+). You **must** schedule Adobe Connect meetings / webinars in advance with Jeanne. | You can watch an [introductory video](https://youtu.be/pFGW7t5czyI).Contact Jeanne Nauheimer well in advance to schedule and plan. | Jeanne will work with you to answer questions. |
| **Screencast-o-Matic** | A screencast is simply a video of what is on your computer screen. It can include audio / video narration. These are usually recorded ahead of time, and faculty are increasingly using this tool to record lectures and brief instructions.  | UVM’s Center for Teaching and Learning supports this tool and they have [a website describing it](https://www.uvm.edu/ctl/screencasting/).Currently available for faculty at [UVM Software Archive](https://www.uvm.edu/software/) | CTL has regular workshops on [their calendar](https://www.uvm.edu/ctl/events)You can bring questions to [Open Hours at CTL](https://www.uvm.edu/ctl/open-hours/). |
| **REDCap** | REDCap is a secure web platform for building and managing online databases and surveys. CDCI is using it for our Training Satisfaction Survey, and projects are starting to use it for other purposes (e.g., event registration, evaluation). | UVM’s website for REDCap.Jesse also created a [REDCap guide](https://www.uvm.edu/sites/default/files/Center-on-Disability-and-Community-Inclusion/Employee/CDCI_Training_Survey_Guide_2019-11-04.pdf) for CDCI projects focused on the training survey. | You can get help from Valerie Wood, Lisa Hurst-Bouffard, or Jesse Suter for simple questions. The official support for REDCap at UVM is Jeff Priest 802-656-0621.  |

## Other Resources

* UVM’s Center for Teaching and Learning website on Teaching Continuity. Focus is on courses, but good general information for community trainings.
* UVM’s guide for working remotely.
* UVM’s updates and information on [COVID-19 (Coronavirus)](https://www.uvm.edu/emergency/covid-19-coronavirus-information-and-updates).

Gross, J. & Padilla, M. (2020, March 11). From Pandemic to Social Distancing: A Coronavirus Glossary. *The New York Times.* <https://www.nytimes.com/2020/03/11/science/coronavirus-terms-to-know.html>