

## Information for teaching staff



Information about the coronavirus (COVID-19) is available in the Staff Portal ([mp.uu.se](http://mp.uu.se)) – along with advice, tips and tools to make it easier for you to move your teaching online.

### ***Subscribe to information and news***

- First, log in to the Staff Portal via the box at the top right of the web page. In the same box, double click on *My Settings*. You will get to a page where you can choose *News subscriptions*. Tick the *covid-19* box. Once you have taken these steps, you will start receiving news alerts and emails when news is published in the Staff Portal about the current situation in the category covid-19.
- The start page of the Staff Portal has a permanent *Coronavirus* link. Click on the image to reach a dedicated page for information about the current situation. This information is continuously updated.

### ***Useful information for teachers***

- [Coronavirus: move your teaching online](#)  
Here you will find information and material that will help you to quickly get started with online teaching: basic tips and advice for teaching, lectures, seminars, discussions, information about teaching via Zoom, various recording tools, resources for online assessment, and much more.
- [More tips and instructions for recording tools](#) – Medfarmdoit.
- [Assessment using remote technology](#)  
It is important to allow time for information and training in how to construct an exam in Inspira, the University's procured system for electronic examinations. The system is not intended for home assessment, but home assessment using Inspira is allowed at present in view of the current circumstances. The Examinations Coordination Office has set up an information centre for Inspira on Klostergatan. Contact them by email: [tentamensamordning@uadm.uu.se](mailto:tentamensamordning@uadm.uu.se)
- Twice this week, on Wednesday 25 March, 09:00–10:00 and Thursday 26 March, 13:00–14:00, an introduction will be given via Zoom on how to create tasks and groups of tasks for use in an exam, along with some common pitfalls.  
Register by email to [staffan.emren@uu.se](mailto:staffan.emren@uu.se) (*limited number of participants, first come first served*)

#### **Further information:**

- [Take-home exams](#)
- [Home assessment using Inspira](#)

- [Get-started courses in Zoom](#) (given via Zoom)
- [Open workshop for staff](#) (via Zoom), for help with the new learning management system Studium (Canvas), the Student Portal, the online meeting tool Zoom, electronic assessment via Inspira, and other tools.
- **Support?** If you need to know more, have difficulty finding information about exactly what you are looking for – or simply can't get any further with an educational or technical problem – contact: [support-clarande@uadm.uu.se](mailto:support-clarande@uadm.uu.se)

#### [FAQs about the current](#)

- Working from home
- Incoming colleagues/guests
- Leave
- Travel
- Sick leave
- Teaching/examination/placements

**If you have any questions** about what Uppsala University is doing about health and safety at work, studies or ongoing activities in light of the coronavirus, you can ask them here: [corona@uu.se](mailto:corona@uu.se)