INTERNATIONAL EUROPEAN UNIVERSITY

DIGITAL BACKUP PLAN

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International European University

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Kyiv – 2024

CONTENT

PREAMBLE

The International European University (hereinafter - IEU) strives to protect the dignity, rights and well-being of all participants in the educational process.

This contingency plan outlines essential measures to ensure the continuity of IEU's operations in the event of unexpected disruptions. The plan addresses potential scenarios and provides clear response strategies to safeguard our educational mission, protect staff and students, and maintain operational stability.

This contingency plan ensures that IEU is well-prepared to protect its people, maintain educational delivery, and minimize disruptions to operations under unforeseen circumstances.

DIGITAL BACKUP PLAN

1. Preparation and Platform Setup

Use platforms for classroom interaction, assignments, and announcements, hosting course materials, quizzes, and assessments. Google Classrooms for European Medical School, Moodle – for European Business School.

Ensure all course syllabi, lecture notes, reading materials, and pre-recorded lectures are uploaded to Google Classroom or Moodle in advance of each term.

Regularly synchronize data between platforms to maintain consistency, including assignments, assessments, and student grades.

2. Faculty Training and Resources

Conduct regular training sessions for faculty on using Google Classroom and Moodle, covering content upload, assignment setup, grading, and managing virtual interactions.

Establish a support team (IT department staff) to provide faculty with real-time assistance during the transition to address technical issues on either platform.

Provide guides and video tutorials for using interactive features to promote engaging virtual learning.

3. Student Orientation and Access

Conduct introductory sessions for students on navigating Google Classroom and Moodle, including accessing course materials, submitting assignments, and participating in online discussions.

Ensure all students can access the needed platform from their devices before classes begin, troubleshoot access issues, and provide login credentials if needed.

Create a dedicated section in Moodle and Google Classroom with how-to guides, FAQs, and contact information for support.

4. Content and Delivery Planning

Record and upload lectures in advance to accommodate asynchronous learning needs, particularly for students who may face internet issues.

Schedule live class sessions on Google Meet (integrated with Google Classroom) or Zoom, providing students with direct links for easy access.

Set up all assignments and exams in advance on Moodle, using time-restricted quizzes and secure submission methods to uphold academic integrity.

5. Communication Channels and Updates

Use Google Classroom's announcement feature to communicate updates and important reminders to all students.

Ensure that faculty have access to university email groups for additional communication and notifications as a backup to the Google Classroom and Moodle notifications.

Use the platform to track student progress and provide timely feedback on assignments, with all grades recorded in Moodle or Google Classroom.

6. IT Support and System Maintenance

Create a dedicated help desk with support hours to assist both faculty and students in resolving technical issues on Google Classroom and Moodle.

Regularly monitor both platforms for technical issues, server load, and user accessibility to prevent disruptions during peak usage.

Regularly back up course data on external servers to prevent data loss, enabling easy restoration in case of system failure.

7. Feedback Collection

Gather feedback from faculty and students to continuously improve the digital backup plan and address any concerns.

8. Continuous Improvement and Evaluation

Conduct periodic evaluations of online classes to assess effectiveness, including student performance metrics and faculty feedback.

Regularly review and update this plan to incorporate improvements, address new challenges, and ensure platform compatibility with the latest tools and resources.