



The University of Texas at El Paso  
College of Health Sciences  
Clinical Laboratory Science Program

**CLSC 3164 – Clinical Chemistry II Laboratory**

**Amendments to Syllabus  
2020 Spring Semester**

I. Course Information:

**Laboratory Schedule: Tuesday 4:00pm-7:30pm**

**Room: LIVE Online Classes – Blackboard Collaborate Ultra**

Lecturer: Nancy Cruz, MS, MLS (ASCP)<sup>CM</sup>

Email: [ndcruzsanch@utep.edu](mailto:ndcruzsanch@utep.edu)

**Office Hours: Tuesday 9:30am – 11:30am (ONLINE – Blackboard Collaborate Ultra)**

**If you are unable to meet me at this time you may schedule an appointment at another time using Blackboard or by email.**

II. Amendments:

1. **Clinical Chemistry II Laboratory course will be offered online using Blackboard Collaborate Ultra.**
  - a. **Starting Tuesday March, 31, 2020 beginning at 4pm-7pm**
  - b. **The session will be open 15 minutes prior.**
  - c. **Attendance will be evaluated.**
  - d. **Please make sure you have a computer with camera, audio, microphone.**
  - e. **Please make sure you have a good internet connection.**
2. Laboratory lectures per topic will be discussed during the live online sessions.
3. Laboratory assays/experiments will be performed and pre-recorded by the instructor. They will be uploaded to Blackboard or You Tube and discussed during the online live sessions.
4. **Quizzes and Exams will be offered online.**
  - a. **Please make sure you download LockDown Browser**
  - b. **Instructions of LockDown Browser will be available at the end of this document under “Course Policies”.**
5. Assignments will be assigned and graded using Blackboard.
  - a. Same criteria of grading and tardiness apply.

### III. Course Policies:

A. Textbook: **Clinical Chemistry: Techniques, Principles, Correlations Correlation, 8th edition. Bishop, M.L.**

#### B. LockDown Browser + Webcam Requirement

- a. This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.
- b. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.
- c. <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>
- d. Download Instructions:
  - i. Download and install LockDown Browser from this link:  
<https://download.respondus.com/lockdown/download.php?id=586140509>
  - ii. Once Installed
  - iii. Start LockDown Browser
  - iv. Log into Blackboard Learn
  - v. Navigate to the test
  - vi. Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.
- e. Guidelines:
  - i. When taking an online test, follow these guidelines:
    1. Ensure you're in a location where you won't be interrupted
    2. Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
    3. Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
    4. Clear your desk or workspace of all external materials not permitted - books, papers, other devices
    5. Remain at your computer for the duration of the test
    6. If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
    7. To produce a good webcam video, do the following:
      - a. Avoid wearing baseball caps or hats with brims
      - b. Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a

- bed, or other surface where the device (or you) are likely to move
  - c. If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - d. Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window).
- f. Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.
- g. Getting Help:
- i. Several resources are available if you encounter problems with LockDown Browser:
  - ii. The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
  - iii. [As applicable, insert information about your institution's help desk, including details about how to contact them. Some help desks want students to run the "System & Network Check" and the "Webcam Check" before they are contacted - and even, to forward the results of these checks at the time of opening a ticket.]
  - iv. Respondus has a Knowledge Base available from [support.respondus.com](http://support.respondus.com). Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product.
  - v. If you're still unable to resolve a technical issue with LockDown Browser, go to [support.respondus.com](http://support.respondus.com) and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

C. Attendance and Participation Policies:

1. The student will be expected to attend **ALL** laboratory sessions in a **timely fashion**.
2. **The session will be open 15 minutes before live session starts.**
3. The student is expected to actively participate in each laboratory session.
  - a. Message (typed)
  - b. Audio
4. Tardiness: Students arriving after 15 min will be considered tardy (points will be deducted).