

Guidelines for Remote Learning

Learning in the Time of Coronavirus

All of us in EECS wish to maximize student learning given the constraints of our current circumstance.

Please read this: [it's your guide to success for remote learning.](#)

Make the Choice: Participation is Vital

We know it will be challenging to focus, learn, and stay disciplined in completing course work. Be your best. Put your needs, family and community first, and stay healthy. Then, **make the choice** to engage in remote coursework.

We are remote, not online. This means that we will meet via videoconference during regularly scheduled class meeting times. Each course Instructor will set forth their own course-specific expectations. Be determined to be present. We'll do our best to make connections between faculty and students, student-to-student, and student-to-content.

Before Class Starts

Be sure to have visited <https://is.oregonstate.edu/zoom> and sign in. We also recommend downloading the Zoom desktop app. A computer or laptop is best, but the Zoom phone app will work in a pinch.

Find your space to work. We understand this can be challenging. But whether it's your bed or fancy home office, try your best to carve out a space that is meant for school work and for attending class meetings.

Pro Tip: Use headphones with a microphone, like ones that come with many smartphones.

Live and breathe Canvas. Check it every day, especially for course announcements.

Keep an eye on your email. Check it once a day. Take action when guided to do so.

How to Attend Class

Establish a routine. Avoid late nights (go to bed!) and get up early. Before the class meeting, go through a routine of **getting ready for work**: Shower, change clothes, have breakfast, etc.

Pro Tip: Wear shoes. Yes, it's uncanny, but this helps. (Wear clothes too.)

Be on time. Use the links for each class meeting, as provided by your course instructor via Canvas. Log in to Zoom **5 minutes before class**, so you have time to join the meeting, and chat with fellow classmates.

Join class with a ritual. When you join the class meeting, be sure to:

1. Ensure that your microphone is muted.
2. Post a "here" message in chat, e.g. "Betty's here!"

Avoid distraction. During class, it is sooo easy to be distracted. **Be determined to be present.** Close everything but the video chat session. Take notes and *look things up later*.

Participate in the class meeting. Focus, take notes, and ask questions. Participate in interactive polls and quizzes. Engage with your colleagues too.

Suggestions for Zoom meetings:

- Join with video when possible.
 - Position yourself so you are not backlit (face windows, don't place them behind you)
 - If you join by phone, adjust your settings so your name appears on your screen, rather than your phone number
- Raise your Zoom hand when you have a question or comment
 - Click on Participants → Click on Raise Hand
 - Don't forget to un-raise your hand when you are finished speaking
- Remain on mute when you are not speaking to limit background noise
 - Unmute or press your space bar when it's your turn to speak
- If the group is large, keep your comments and questions focused
 - If you have nothing new to add, it's ok to just listen.
 - Give others space. Be wary of dominating the conversation.
 - If you have a question or comment that may not benefit the larger group, follow up with the instructor after the meeting.
- Use the Chat feature to add relevant adjacent comments.

Understand that electronic communication has its flaws. Assume others have the best intent.

How to Attend Office Hours

Office hours are held on a regular schedule, remotely via Zoom.

Pro Tip: Join office hours at the start of the time block, not the end. For example, if office hours are 2- 4pm, join at 2pm, or as close to the start as you can.

The days and times, and a link to join the office hours session remotely, will be in Canvas. Instructors may leave the Zoom session if no students are present. (If you join and no one's there, try sending the instructor a message.)

If You Face Barriers

Please communicate the barriers you face. These may be connectivity, computing, personal, familial, economic, wellbeing, or other barriers to your learning. We will do what we can to accommodate.

For students requiring Disability Access Services, be sure to have completed your requests as usual. If you require particular equipment, please communicate your needs to [Disability Access Services \(https://ds.oregonstate.edu\)](https://ds.oregonstate.edu).

Stay up to Date - Visit the Keep Learning website regularly

Thanks to OSU Cascades CS for sharing these suggestions.